

1986

Minutes 1985-1986

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Ink
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Administrative Staff Council Meeting
September 5, 1985

AGENDA

UP-AA - area captains - Lorene M. & Barry P.

1. United Way presentation -
2. Handout materials
 - 84-85 Accomplishments
 - 85-86 Goals & Objectives
 - Attendance policy
3. Social Security vs. PERS
4. Committee chair reports
5. New/Revised Committee appointments
 - Bookstore Advisory Committee
 - ~~Amendments~~ By-laws Review Committee
 - Merit Evaluation Committee *ad hoc*
 - Needs Assessment Committee *ad hoc*
 - Ferrari Award Committee - *ad hoc*
6. Faculty Senate liaison
7. CSAC liaison
8. Good of the Order

Oct 6 - Drag. Day - Minnity
Affairs

Scholarship
\$3191.41 -
2500 - Alumni match
5691.41 -
Will be able to award
Scholarship - Spring for 86/87
year.

Speakers:

Olscaap - October
Dm Boren - November
Faculty Senate
Suzanne Crawford - "March"
(Insurance)
Shad Hanna - Bd of
Trustees
(after May - off Board)
Sharon Stewart -
& Minnity Affairs director

Administrative Staff Council Meeting
September 5, 1985

AGENDA

1. United Way presentation
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8. Good of the Order

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SEP 16 1985 Administrative Staff Council
September 5, 1985

Minutes

Members Present: Joan Bissland
Sally Blair
Ann Bowers
Jill Carr
Peach Champion
Dick Conrad
Susan Darrow
Gail Davenport (for P. Cleveland)
Gregg DeCrane
Chris Dunn
Ron Gargasz (for P. Fitzgerald)
Deb Heineman
Pat Koehler
Jim Litwin
Becky McOmber (for C. Brewer)

Joanne Navin
Don Passmore (for J. Martini)
Barry Piersol
Everett Piper
Jan ScottBey
Kathy Steiger
Tonia Stewart
Norma Stickler
Kathryn Thiede
David Weinandy
Jane Wood
Paul Yon
Ron Zwierlein

Members Absent: John Buckenmeyer, Ruth Friend, Jack Gregroy, Kevin McHugh,
Carole Huston, Jim Corbitt, Dave Hoehner, Jim Sharp

G. DeCrane called the meeting to order at 1:30 p.m. Several opening remarks were made:

- a. attendance at our opening session was very good - approximately 100 Administrative Staff members attended, we appreciate visits from Dr. Olscamp, the Vice Presidents, and the Deans - \$53 in donations was collected to cover the cost of the alcohol served.
- b. congratulations were extended to Patrick Fitzgerald as the 1985 recipient of the Ferrari Award.

A guest presentation was made by Dale Schroeder. Dale is the Administrative Staff Chairperson of the United Way campaign. The Administrative Staff has been broken down by vice-presidential areas. Representatives are:

University Relations - Jim Didham
Operations - Sandy LaGro
Planning & Budgeting - Susan Caldwell
Student Affairs - Terry Parsons
Academic Affairs - Lorene Malanowski & Barry Piersol
President's Area - Suzanne Crawford

The theme for this year's campaign is "Listen to Your Heart". The goal for this year is to increase participation on the whole, but particularly in the Administrative Staff area. Brochures and a letter from Dr. Olscamp will be distributed soon. A short film entitled "Memories" is available if anyone is interested.

ASC was asked for ideas and/or questions. It was suggested that the campaign be aimed at the entire University community, not just one area.

Several hand-outs were distributed:

1. by-laws
2. communication network
3. 1984-85 accomplishments
4. 1985-86 goals and objectives

(Items 2,3, & 4 will be given to each rep in the form of packets. These should then be distributed by each rep to their constituents within the communication network.)

5. attendance policy for
council members

A memo from PERS was distributed regarding the Social Security VS PERS issue. Council members are urged to contact their Congressman regarding this issue.

D. Heineman presented the scholarship report. To date we have \$3191.41 in our foundation account. As a result, Alumni and Development will now contribute a matching gift of \$2500. Our first scholarship will be awarded next spring.

Our speaker schedule for 1985-86 has been established. The schedule is as follows:

Dr. Olscamp - 10/3
Don Boren - 11/7 (faculty senate chair)
Suzanne Crawford - 3/6 insurance issues (tentative)
Shad Hanna - TBA member of the Board of Trustees
Sharon Stuart - TBA chair, Classified Staff Council
Jack Taylor - TBA Assistant Vice President for Student
Affairs/Minority Affairs

Committee Chair Reports

Personnel Welfare - P. Yon - no report - committee will re-convene on the first Tuesday of each month in the Archives. Norma Stickler will be a new member of this committee for this year.

Professional Development - J. Litwin - list of workshops to be presented this year has been forwarded to the Vice Presidents for approval.

Insurance Committee - this group was consulted on the recent rate increase; this is a 1 year change only; had to be done because a high number of deaths occurred last year.

Committee appointments for 1985-86 were discussed. The by-laws committee will now be the amendments committee. A list was sent around for reps to indicate the preference of membership.

The Ferrari Award committee needs to become a standing committee. It has been an ad hoc committee for 3 years. According to our by-laws, a committee can remain ad hoc for 2 years. At that time it needs to be disbanded or become a standing committee.

ASC reps will be appointed to serve on the Bookstore Advisory Committee and on the Long Range/Strategic Planning Committee. Next year reps will be elected to these committees.

A roundtable discussion took place. The following items were brought up:

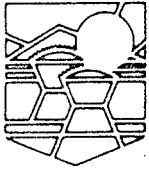
1. G. DeCrane sent a letter of condolence to the family of George Postich on behalf of ASC.
2. A workshop on Office Automation will be held on 9/18 from 9 a.m. - 4 p.m. in the Community Suite. There is no cost. Dr. David Hyslop can be contacted for details 2-2904.
3. It was suggested that the names of new staff members be given to returning staff for the opening session. Return-then bring a new staff member with them to our opening session.
4. It was suggested that the Ferrari Award be presented as a part of the Opening Day Convocation. It was stated that Administrative Staff need to be more a part of this meeting.
5. A suggestion was made to request that students include an administrator as part of the excellence awards that are presented at the opening day session. It was stated that administrators are already given an award by students as a part of the Hollis Moore Service Award and the Jerome Award. Mike McGreevy will be contacted about this suggestion.
6. The inauguration of the Office of Minority Affairs will take place on 10/6/85 from 6 p.m. - 8 p.m. in Kobacker Hall.

The meeting was adjourned at 2:38 p.m. The Council will meet again at 1:30 p.m. on 10/3/85 in the Alumni Room. The Executive Committee will meet at noon on Tuesday, 9/10 in the Canal Room.

Respectfully Submitted,



Jill Carr (for Jim Sharp)



Bowling Green State University

University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

September 30, 1985

MEMORANDUM

TO: Administrative Staff Council

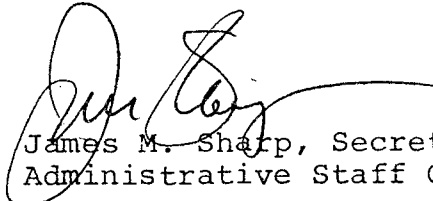
RE: October 3 meeting

Be reminded our next meeting is this Thursday, October 3, at 1:30 in the Alumni Room. Our guest speaker will be Dr. Olscamp, so bring your questions and concerns.

Other agenda items will include Committee assignments, speaker finalization, and Committee reports.

If you cannot attend, call me and send a substitute.

See you Thursday.


James M. Sharp, Secretary
Administrative Staff Council

JMS:tt



Bowling Green State University

University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

ADMINISTRATIVE STAFF COUNCIL

November 7, 1985

AGENDA

- I. Don Boren, Guest Speaker and Chair of Faculty Senate
- II. Merit memorandum---response *refer to Personnel Welfare Committee*
- III. Committee reports
 - A. Merit - hold until ER Bd meets with Eakin
 - B. Ferrari Award - *pres will shortly begin to find out where merit pool comes*
 - C. Personnel/Welfare -
 - D. Professional development -
 - E. Scholarship - *see handout*
 - F. Financial - *41320.86 (total budget \$1900)*
- IV. New members of Administrative Staff
- V. Insurance Committee report/recommendations

↳ for Tues meeting

*Dec 12th
5-7
Guy DeCane*

*~~Johny Stine~~
Marilyn Stine - Librarian*



Bowling Green State University

November 27, 1985

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: Susan Caldwell, Director *Susan*
Administrative Staff Personnel Services

SUBJ: Demographic Statistics on Administrative Staff

Gregg: As you requested, I have compiled the following statistics on the demographic profile of administrative staff.

AGE: Average age is approximately 38.5 years

SEX:	Full-time	-	192 male	165 female
	Part-time	-	7 male	21 female

(These statistics are based on staffing as of 11-18-85)

MARITAL STATUS:	Full-time	-	229 married	108 single
	Part-time	-	22 married	4 single

(These statistics are based on a report dated 7-24-85)

INSURANCE COVERAGE: Full-time only

Hospitalization	-	125 family	197 single
Major Medical	-	130 family	191 single
Surgical	-	206 family	116 single

29 administrative staff members have waived insurance because they are covered by the family plan of a spouse who is either faculty, administrative staff, or classified staff at BGSU (13 male, 16 female)

Number of dependent children claimed for insurance purposes:

1 child	-	73 staff
2 children	-	66 staff
3 children	-	26 staff
4 children	-	3 staff

(These statistics are based on Insurance Office records reviewed 11-27-85)

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Administrative Staff Council

December 5, 1985

AGENDA

- I. Introduction of Guest Speakers
 - A. Sharon Stuart, Chair of Classified Staff Council
 - B. Everett Piper, Alumni and Development
 - II. Insurance Information Update
 - III. Committee appointments *ad hoc - study PERS changes - can be any adm. staff. Needs Assessment Com.*
 - IV. Committee reports
 - V. Good of the Order
- beginning of March '86 - campaign for fac staff \$250,000 - wants support*
- Jan 16th next mtg*
- next workshop - early Jan - planning change in reg. dev.*

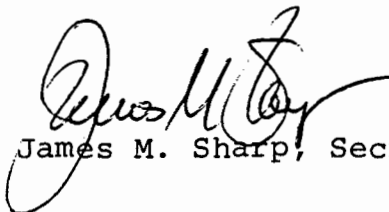
ADMINISTRATIVE STAFF COUNCIL

Correction for Minutes of December 5, 1985

Page 2, in the paragraph beginning with "DeCrane introduced Everett Piper...". The sentence "He suggested \$150,000" should be deleted. Substitute the following:

"Piper noted that the amount of gift giving income received from employees over a normal three-year period, apart from a special fund-raising activity such as the 75th Anniversary Fund, would be approximately \$150,000."

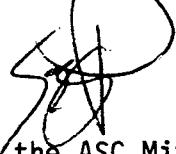
Please note this correction in your minutes. Thank you.


James M. Sharp, Secretary



January 13, 1986

MEMORANDUM

TO: Jim Sharp
FROM: Everett Piper 
RE: Correction on the ASC Minutes

Jim, as we discussed over the phone there should be a correction made in the December ASC minutes with regard to the paragraph that states that the pledge goal for the faculty/staff campaign will be \$150,000. This paragraph should indicate that the amount of gift income received from employees of the University over a normal three-year period, apart from a special fund-raising effort such as the 75th Anniversary Fund, would be approximately \$150,000.

An official goal for the faculty/staff campaign has not yet been set. We would like to set one, however, and the goal will most likely be in the \$250,000 range. Thank you for taking care of this matter. If you have any questions, please feel free to give me a call.

cc: Paul J. Olscamp
Dwight Burlingame
✓ Greg DeCrane

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UNIVERSITY INSURANCE COMMITTEE REPORT REGARDING
COMPARATIVE ANALYSIS OF THE EMPLOYEE BENEFITS

Consultant: Mercer-Meidinger

RECOMMENDATIONS MADE BY THE CONSULTANT

1. Raise the level of Classified employee life insurance and accidental death and dismemberment to that of the Faculty and Administrative Staff employees either at current $2\frac{1}{2}$ times salary level, or as an alternative, cutting back to one times salary, and then introducing a voluntary plan for supplemental coverage.
2. Liberalize Classified employee life insurance age cutback to reduce to \$3,000 at age 70, rather than age 65.
3. Eliminate the "Pre-Tax" contribution arrangement applicable to Faculty and Administrative Staff employees' life, accidental death & dismemberment and long-term disability coverages -- instead having BGSU pay the premiums direct.
4. "Fine-tuning" adjustments of the long-term disability plan to bring it up to current standards, by increasing the maximum monthly benefits of \$2,000 to \$3,000 per month.
5. Changing the \$400.00 major medical deductible applicable to dependents not covered for hospitalization to \$750.00 per person.

ACTION/RECOMMENDATIONS BY THE COMMITTEE

The Committee recommends the life, and accidental death & dismemberment plans for all full-time employees (Classified, Faculty and Administrative Staff) be one times the annual contract or hourly salary, as of September 1 each year, up to a maximum of \$50,000, with the premium paid by the University. A voluntary plan be offered with limits allowed on a $2\frac{1}{2}$ times basis, up to \$150,000 maximum with the additional premium paid by the employee.

(See Recommendation #3 of Consultant)

Approximate initial cost:

\$113,200 - Administrative Staff & Faculty
11,500 - Classified Staff

The Committee recommends the Classified life insurance age cutback to reduce to \$3,000 beyond age 70, rather than age 65.

Approximate savings: \$360.00

(See Recommendation #1 of the Committee)

The Committee recommends that the long-term disability be implemented for the Classified employees, and "fine-tuning" of the existing program for the Faculty and Administrative Staff.

Approximate initial cost:

\$61,300 - Administrative Staff & Faculty
27,900 - Classified Staff

The Committee concurs with this recommendation.

RECOMMENDATIONS MADE BY THE CONSULTANT

6. Adoption of a calendar year deductible for the major medical coverage, rather than the current six (6) month deductible.

7. Implementing cost containment features which serve to create incentives for prudent use of medical services.

a) Hospital Utilization Review

b) Mandatory Focused Second Opinions

c) Deductible on hospital emergency accident treatment, unless life-threatening injury or surgery is involved

d) 100% coverage under major medical of generic drugs

e) Inclusion of Hospice Coverage

ACTION/RECOMMENDATIONS BY THE COMMITTEE

The Committee recommends the change of the major medical deductible, accumulated within 6 months or less, to a calendar year deductible. They also recommend that the \$100.00 deductible per person should remain the same, as well as the \$1,000 out-of-pocket expense clause.

The Committee further suggested that any expenses incurred in the last three months of a calendar year be carried over to the next calendar year to help satisfy the deductible amount.

This is already being done by the insurance carrier.

Recommended that mandatory second opinion program be implemented with respect to specified list of elective in-hospital surgical procedures, including:

Heart surgery, Cataract removal, Cholecystectomy, Prostatectomy, Dilatation & Curretage, Herniorrhaphy, Submucous resection, Tonsillectomy, Adenoidectomy, Hysterectomy, Breast surgery, Varicose vein removal or stripping, Bunionectomy, Laminectomy, and Knee surgery.

The Committee also recommends that the University pay the entire cost involved in the second opinions for these procedures.

In addition, should the two opinions differ, the Committee recommends payment, by the University, of the entire cost of a third opinion should the patient wish to obtain one.

The Committee rejects this recommendation in favor of continuing the program as it is now.

The Committee concurs with this recommendation.

The Committee concurs with this.

RECOMMENDATIONS MADE BY THE CONSULTANT

- f) Employee self-audit program for hospital bills with a monetary cost-sharing award.

ACTION/RECOMMENDATIONS BY THE COMMITTEE

The Committee concurs with this recommendation. The Committee recommends an award for error detection resulting in savings of \$20.00 or more, be rewarded on a 50% basis of the money saved, up to a maximum award of \$1,000.

Approximate Savings - \$150,000

if Recommendation #7 is implemented

8. Dialogue with Claims Administrator resulting in a meaningful management reporting system.

The Committee recommends that the Insurance Office staff be increased to implement this management reporting system.

Approximate initial cost: \$20,000

9. Extension of dental and/or vision benefits to dependents of Faculty and Administrative Staff, on a limited employee contribution basis.

The Committee did not concur with this recommendation. The members felt that the University should pick up the entire cost of the family dental and vision premiums.

Approximate initial cost:

\$202,843 for family dental
22,951 for family vision

10. Establishment of a health promotion program, utilizing existing in-house resources and community programs.

The Committee concurs with this recommendation.

11. Establishment of a Formal Communications Plan.

The Committee concurs with this recommendation.

Approximate initial cost:

Between \$12,000 and \$15,000

12. Awareness of a "Flexible Benefits Plan"

No action is recommended at this time, but felt that the University should remain current in their information.

The Committee concurs with this recommendation.

RECOMMENDATIONS BY THE CONSULTANT

ACTION/RECOMMENDATIONS BY THE COMMITTEE

The Committee further recommends 100% payment, by the University, of the family hospitalization and family major medical coverages for Faculty and Administrative staff employees.

Approximate initial cost:

\$693,756 for hospitalization
and major medical

The Insurance Committee recognizes that the total package of benefits would amount to an estimated initial expenditure of \$1,000,000. This expenditure would make BGSU's program comparable to other university plans, and we anticipate it would make the University more competitive in the job market for employees.

who might be helpful in establishing the facts of the case. In all instances, the administrative staff member or anyone providing information on behalf of that person will be assured that no reprisal will occur at any stage as a result of the complaint.

If the complainant is not satisfied with the results of the investigation by the Office of Affirmative Action, a request for a grievance hearing may be made. In the event that the complainant is not satisfied with the results of the hearing, an appeal may be made to the President of the University. The decision of the President is final.

For specific information regarding the University's affirmative action grievance procedures, you may contact the Office of Affirmative Action or refer to Bowling Green State University's Affirmative Action Plan.

GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedure

A. Purpose

IN THE FIRST THREE YEARS OF EMPLOYMENT

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member is not grievable, and, therefore, not subject to this procedure.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff member's satisfaction, that person may present the

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ADMINISTRATIVE STAFF COUNCIL

January 16, 1986

AGENDA

✓ A. Call to Order

✓ B. Guest Speaker - Trustee Richard Newlove

✓ C. Insurance recommendation

*recommendations
from Personnel/Welfare
(19 to 5)*

✓ D. Fund drive endorsement

✓ E. Comments from the Chair

✓ F. Committee reports

*Merit and across the board policy-
comments to Personnel/Welfare
Committee*

G. Good of the Order

CONTRACT INFORMATION

A RECORD OF CHANGES IN AN EMPLOYEE'S CONTRACT STATUS WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE LOCATED IN THE ADMINISTRATIVE STAFF PERSONNEL SERVICES OFFICE.

Appointment Information APPOINTMENT OF ADMINISTRATIVE STAFF

~~Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period.~~

AT THE TIME OF INITIAL APPOINTMENT, THE ADMINISTRATIVE STAFF MEMBER SHALL RECEIVE FROM THE CONTRACTING OFFICER A CONTRACT AND A LETTER OF APPOINTMENT WHICH SHALL INCLUDE THE JOB DESCRIPTION AND OTHER TERMS OF EMPLOYMENT SUCH AS TITLE, SALARY, AND PAY PERIODS.

Obligation to the University

~~An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the responsibilities and duties of the assigned position/title.~~

Continuance/Termination/Release

A. Continuance CONTINUANCE OF CONTRACT

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.
2. The University has made the decision not to ~~continue employment~~ RENEW THE CONTRACT SEE NON-RENEWAL OF CONTRACT, BELOW) and has given timely WRITTEN notification TO THE ADMINISTRATIVE STAFF MEMBER as follows:
 - a. not later than March 1 of the first, second and third years of contract service if appointment is to expire at the end of one of those fiscal years.
 - b. not later than January 1 of any subsequent fiscal year of contract service.

~~Recommendations for non-renewal (which will include supportive information) will be made to the appropriate supervisor whether President, appropriate Vice President or Dean by area heads.~~

NOTE: FOR ADMINISTRATIVE STAFF MEMBERS WHOSE CONTRACTS DO NOT BEGIN ON JULY 1, THE ABOVE DATES WILL BE ADJUSTED TO FOUR MONTHS PRIOR TO THE END OF THE CONTRACT FOR PERSONS IN FIRST, SECOND AND THIRD YEARS AND TO SIX MONTHS PRIOR TO THE END OF THE CONTRACT FOR PERSONS IN SUBSEQUENT CONTRACT YEARS OF SERVICE.

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B. NON-RENEWAL OF CONTRACT

RECOMMENDATION FOR NON-RENEWAL SHALL BE MADE IN WRITING TO THE CONTRACTING OFFICER AND SHALL INCLUDE APPROPRIATE SUPPORTING WRITTEN DOCUMENTATION. FOR EXAMPLE, IN THE CASE OF NON-RENEWAL BECAUSE OF PERFORMANCE, APPROPRIATE WRITTEN DOCUMENTATION SHOULD INCLUDE COPIES OF PAST PERFORMANCE EVALUATIONS, WHERE AVAILABLE.

C. Termination TERMINATION OF CONTRACT

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause" ~~or "Release."~~ AN ADMINISTRATIVE STAFF MEMBER MAY BE TERMINATED FOR CAUSE DURING THE CONTRACT YEAR FOR THE FOLLOWING REASONS:

~~1. --- Termination for Cause ---~~

~~a. --- An administrative staff member may be terminated for cause during the contract year for the following reasons: ---~~

- ~~--i)-~~ 1. conviction of a felony;
- ~~--ii)-~~ 2. ~~if credentials are proved to be fraudulent;~~
PROOF OF FRAUDULENT CREDENTIALS;
- ~~--iii)-~~ 3. DOCUMENTED SIGNIFICANT failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor.
- 4. DOCUMENTED FAILURE TO ACCEPT REASONABLE CHANGES IN THE JOB DESCRIPTION AS REQUIRED BY EVOLVING TECHNOLOGY OR BY CHANGES IN UNIVERSITY ORGANIZATION, PRIORITIES, OR RESOURCES.
- 5. DOCUMENTED GROSS FAILURE TO COMPLY WITH THE CODE OF STANDARDS AND RESPONSIBILITIES FOR ADMINISTRATORS (SEE PAGE 1).

RECOMMENDATIONS FOR TERMINATION SHALL ORIGINATE WITH THE IMMEDIATE SUPERVISOR AND SHALL BE SENT TO THE CONTRACTING OFFICER VIA APPROPRIATE AREA OR DEPARTMENT HEADS. IF THE IMMEDIATE SUPERVISOR IS A CONTRACTING OFFICER, THE RECOMMENDATION IS SENT TO THE AREA VICE PRESIDENT OR TO THE PRESIDENT, WHICHEVER IS APPROPRIATE. THE FINAL DECISION TO TERMINATE AN ADMINISTRATIVE STAFF MEMBER IMMEDIATELY IS MADE BY THE CONTRACTING OFFICER (OR BY THE VICE PRESIDENT OR PRESIDENT IF THE CONTRACTING OFFICER IS THE IMMEDIATE SUPERVISOR). THE OFFICE OF ADMINISTRATIVE STAFF PERSONNEL SERVICES SHALL BE ADVISED OF RECOMMENDATIONS AND DECISIONS CONCERNING TERMINATION. IN THE EVENT OF TERMINATION, THE STAFF MEMBER SHALL RECEIVE 10 WORKING DAYS PAY UPON DISMISSAL.

7/86

D. SUSPENSION

THERE ARE TWO TYPES OF SUSPENSION. THE FIRST TYPE OF SUSPENSION IS AN INTERIM STEP TOWARD TERMINATION. THE SECOND TYPE OF SUSPENSION IS DISCIPLINARY SUSPENSION. UPON THE RECOMMENDATION OF THE SUPERVISOR, THE CONTRACTING OFFICER MAY SUSPEND EXCEPT WHERE THE SUPERVISOR IS THE CONTRACTING OFFICER IN WHICH CASE THE DECISION SHALL BE MADE BY THE AREA VICE PRESIDENT OR THE PRESIDENT WHICHEVER IS APPROPRIATE.

1. SUSPENSION AS INTERIM STEP TO TERMINATION

SUSPENSION CAN BE INVOKED DURING THE PERIOD IN WHICH AN EMPLOYEE IS BEING CONSIDERED FOR TERMINATION. SUSPENSION AS AN INTERIM STEP TOWARD TERMINATION WILL INCLUDE

- 10 WORKING DAYS PAY AND PAY FOR UNUSED VACATION;
- AN OPPORTUNITY FOR THE SUSPENDED EMPLOYEE TO CONTINUE UNIVERSITY HEALTH CARE INSURANCE, AT THE EMPLOYEE'S EXPENSE FROM THE FIRST DAY OF THE MONTH FOLLOWING THE DATE OF THE SUSPENSION THROUGH THE RESOLUTION OF THE SUSPENSION.

ALL PAY AND BENEFITS WILL BE ACCRUED AND HELD IN ESCROW BY THE UNIVERSITY UNTIL THE TERMINATION ISSUE IS RESOLVED. IN THE EVENT THE SUSPENSION IS RESOLVED TO THE STAFF MEMBER'S FAVOR, THE STAFF MEMBER SHALL BE ENTITLED TO FULL BACK PAY AND BENEFITS, INCLUDING RESTORATION OF VACATION DAYS, AND RECORDS OF THE SUSPENSION SHALL BE REMOVED FROM THE EMPLOYEE'S FILES.

2. DISCIPLINARY SUSPENSION

SUSPENSION UP TO 30 CALENDAR DAYS MAY BE USED AS A DISCIPLINARY PROCEDURE EITHER IN LIEU OF TERMINATION OR AS A MEANS OF DEALING WITH LESS SERIOUS OR TEMPORARY PROBLEMS. SUCH SUSPENSION SHALL BE WITHOUT PAY. VACATION CANNOT BE USED NOR EARNED. ALL OTHER BENEFITS WILL CONTINUE AS USUAL.

2.---Dismissal-or-Suspension

Recommendations--for--termination--for--cause--noted--above--shall--be sent---to---the--President--or--appropriate--Vice--President--with appropriate--documentation:---After--a--decision--for--dismissal--or suspension--is--made,--written--notice--shall--be--given--to--the--staff member--involved--stating--all--provisions--relating--to--that--notice. The--President--or--appropriate--Vice--President--may--dismiss--or suspend--the--staff--member--immediately.---In--the--event--of--a dismissal--or--suspension,--the--staff--member--shall--be--continued--on the--payroll--for--fourteen--(14)--calendar--days--following--the--date--of dismissal--or--suspension.---The--President--or--appropriate--Vice President--may--continue--the--staff--member--on--suspended--status--with pay--through--temporary--assignment--to--other--job--responsibilities until--the--suspension--is--resolved.---In--the--event--the--dismissal--or suspension--is--resolved--in--the--staff--member's--favor,--the--staff member--shall--be--entitled--to--full--back--pay--and--benefits--if--the staff--member--had--been--dismissed--or--suspended--without--pay.

7/85 7/86

E. Release

Release may be ~~affected~~ EFFECTED in THE case of financial exigency, or bona fide discontinuance of a program or departmental/divisional area, ~~and the staff member concerned will be given a minimum of three months written notice, except for the release of persons funded by external grants which shall be contingent upon the availability of said grant funds.~~

~~A notice for termination for cause or release is not affected by Section A (Continuance).~~

- IN THE CASE OF RELEASE BECAUSE OF FINANCIAL EXIGENCY, THE STAFF MEMBER CONCERNED WILL BE GIVEN A MINIMUM OF THREE MONTHS NOTICE.
- IN THE CASE OF RELEASE BECAUSE OF BONA FIDE DISCONTINUANCE OF A PROGRAM OR DEPARTMENTAL/DIVISIONAL AREA, THE STAFF MEMBER IN THE FIRST THREE YEARS OF EMPLOYMENT WILL BE GIVEN A MINIMUM OF FOUR MONTHS NOTICE; THE STAFF MEMBER WITH MORE THAN THREE YEARS OF EMPLOYMENT WILL BE GIVEN A MINIMUM OF SIX MONTHS NOTICE.
- THE RELEASE OF PERSONS FUNDED BY EXTERNAL GRANTS SHALL BE CONTINGENT UPON THE AVAILABILITY OF SAID GRANT FUNDS.

EVALUATION PROCEDURE

1. ALL ADMINISTRATIVE CONTRACT STAFF SHOULD BE EVALUATED EACH YEAR PRIMARILY ON THE BASIS OF:

- PERFORMANCE OF PRIMARY DUTIES
- PERFORMANCE OF OCCASIONAL DUTIES
- ATTAINMENT OF AGREED UPON GOALS

2. EACH VICE PRESIDENT ESTABLISH A COMMITTEE COMPOSED OF ALL THE ADMINISTRATIVE STAFF COUNCIL REPRESENTATIVES OF THAT AREA TO DEVELOP A FORMAT FOR WRITTEN EVALUATIONS FOR THE AREA. EACH VICE PRESIDENT AND ADMINISTRATIVE STAFF COUNCIL REPRESENTATIVES SHOULD AGREE TO THE FORMAT. ALL FORMATS FOR WRITTEN EVALUATION WILL INCLUDE THE CRITERIA LISTED IN ITEM (1) ABOVE.

3. WITHIN EACH DEPARTMENT OR AREA, A STAFF MEMBER MAY BE EVALUATED ON ADDITIONAL CRITERIA APPROPRIATE TO THE POSITION AND AGREED TO IN ADVANCE BY THE STAFF MEMBER AND THE SUPERVISOR. THESE CRITERIA MAY INCLUDE, BUT ARE NOT LIMITED TO:

SUPERVISORY SKILLS
INNOVATIONS
PROFESSIONAL DEVELOPMENT
INTERPERSONAL RELATIONSHIPS
INCLUDING SUPPORT
OF HUMAN RIGHTS
COUNSELING
AWARDS/HONORS
TEACHING
SERVICE ON GOVERNANCE BODIES
FACILITY MANAGEMENT

LEARNING NEW SKILLS
UNIVERSITY AND PROFESSIONAL
SERVICE
PEER RELATIONSHIPS
RESEARCH/PUBLICATIONS/
PRESENTATIONS
COMMUNICATION SKILLS
STUDENT EVALUATIONS

4. THE EVALUATION PROCESS SHOULD OCCUR IN TWO STEPS.

- A. THE STAFF MEMBER AND SUPERVISOR SHOULD MEET AND ACCOMPLISH THE FOLLOWING:

REVIEW AND DETERMINE STAFF MEMBER'S JOB DESCRIPTION AND GOALS FOR THE NEXT CONTRACT PERIOD AND MAKE ANY NECESSARY CHANGES TO THE BASIC JOB DESCRIPTION.

BASED ON THE ABOVE AGREEMENTS, DETERMINE EVALUATION CRITERIA THAT WILL BE USED TO ASSESS THE STAFF MEMBER'S PERFORMANCE.

THE STAFF MEMBER AND SUPERVISOR WILL CONFIRM THE JOB DESCRIPTION, GOALS AND EVALUATION CRITERIA IN WRITING.

1986 ADMINISTRATIVE STAFF NEEDS ASSESSMENT SURVEY

Please indicate your Presidential or Vice-Presidential Area _____

In an effort to assess the current needs of Administrative Staff, the Administrative Staff Council requests that you complete this survey and return it to the Needs Assessment Committee c/o Housing Office by March 14, 1986.

Your input is greatly needed. This will enable Council to effectively address issues that directly affect you.

-
1. Are you aware of ASC proceedings by reading the minutes published in Monitor?
YES _____ NO _____
If no, please explain the most effective way for you to receive information regarding Council business.
 2. Does your Council representative communicate with you on a regular basis?
YES _____ NO _____
 3. What issues most concern you regarding your position as an Administrative Staff member?
 4. What issues as an Administrative Staff member would you want the University to address that would assist or benefit your position?
 5. What are your personal preferences regarding summer hours?
 6. As an administrator do current summer hours meet the needs of your office operation?
YES _____ NO _____
If no, please elaborate.
 7. How would you like ASC to address the issues you have mentioned in any of the above items?

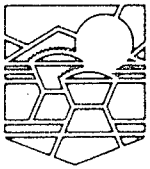
ADMINISTRATIVE STAFF COUNCIL

Agenda

Thursday, March 6, 1986
1:30 p.m.

Alumni Room
University Union

- I. Call to Order
- II. Vacation Policy
- III. Fee Waiver Policy
- IV. By-Law Changes
- V. Election Update
- VI. New Members
- VII. Committee Reports
- VIII. Remarks from the Chair
- IX. Adjournment

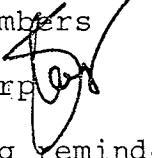


Bowling Green State University

University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

March 3, 1986

MEMORANDUM

TO: ASC Members
FROM: J. Sharp 
RE: Meeting reminder

Please remember that our next meeting is scheduled for Thursday, March 6, at 1:30 p.m. in the Alumni Room in the Union. Several important issues are on the agenda, a copy of which is enclosed.

Enclosed also are materials for your review prior to the meeting.

See you on Thursday.

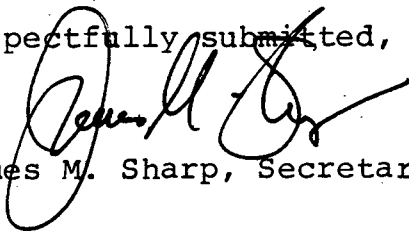
JS:tt

Enclosures

5. Congratulations Peace Champion on her Affirmative Action Award from Panhellenic Council.

The meeting adjourned at 2:26 p.m.

Respectfully submitted,


James M. Sharp, Secretary



Bowling Green State University

Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403-0154
(419) 372-2843

MEMORANDUM

TO: Tonia Stewart
Chair, Merit Committee

FROM: Gregg DeCrane *Gregg*
Chair, Administrative Staff Council

DATE: March 14, 1986

SUBJECT: Charge to Merit Committee

The ASC Executive Committee has determined the charge to the Merit Committee to be the following:

1. Determine the current use of merit on the Bowling Green campus.
 - A. What is merit?
 - B. How is it determined?
 - C. Is it one time or continuous?
 - D. When is merit awarded?
2. Investigate alternatives to the current policy.
 - A. Do models exist for merit awarding?
 - B. What should be included in the consideration of merit?
3. Offer recommendations.
 - A. Clear definition of merit
 - B. Procedures to be followed
 - C. Relationship to evaluation process
 - D. Relationship to across-the-board allocations
 - E. Other recommendations deemed appropriate

The time line for completion of the charge would be by October 1, 1986 so that information could be available for the 1987-88 budget process and salary recommendations.

GD:dkh

MEM/57



Bowling Green State University

University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

March 26, 1986

MEMORANDUM

TO: Administrative Staff Council
FROM: Jim Sharp, Secretary
RE: Meeting reminder

Welcome back from break, if you left. Be reminded our next meeting is Thursday, April 3, at 1:30 p.m. in the Taft Room of the Union. An anticipated agenda is enclosed.

See you then.

JS:tt

Enclosure



Bowling Green State University

Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403-0154
(419) 372-2843

MEMORANDUM

TO: Administrative Staff Members

FROM: Administrative Staff Council PERS Retirement Incentive Plan Committee

DATE: April 2, 1986

SUBJECT: Proposed PERS Retirement Incentive Plan

There are currently two pieces of legislation being considered relative to the approval of a Public Employees Retirement System Retirement Incentive Program. The bills would allow the University the option of establishing a plan that would have the University purchase up to five years of service credit for an eligible employee. The University would pay the cost of this purchased service credit on a date agreed upon by the eligible employee and the University. (An eligible employee is one who is a participant in the PERS, who is eligible to retire on or before the date of termination of the Retirement Incentive Plan with the additional service credit that would be purchased, and who agrees to retire within 90 days of receiving notice from PERS that the service credit has been purchased. Eligibility also includes years of out-of-state or military service which the employee has purchased or would be purchasing.) The program would be open to all eligible Administrative Staff and Classified Staff employees in the PERS. The order of selection to the program would be on the basis of seniority in terms of service credit at BGSU.

The University is not obligated to implement the PERS Retirement Incentive Program. If the program is implemented, the University would make the decisions relative to the length of time the program would be in effect, the number of employees (not less than 5%) eligible, and the amount of time allotted for an employee to indicate his/her interest in participating in the program.

In order to make an informed and representative recommendation to President Olscamp, we ask that you take the time to respond to the attached survey. This information, along with demographic data from Administrative Staff Personnel Services and future studies will assist us in formulating our recommendation. If you have any questions, please contact your ASC representative. You will be kept informed of any further developments relevant to this matter.

GD:dkh

MEM/59

38

Administrative Staff Council Survey
Public Employees Retirement System
Retirement Incentive Program

With the understanding that this legislation is still pending on the basis of information provided, would you be interested in the University adopting the PERS Retirement Incentive Plan? yes_____ no_____

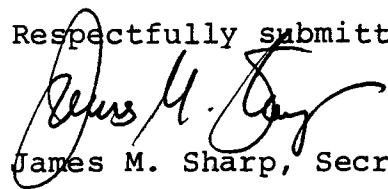
In the space provided, list any concerns or suggestions you have about this plan. You may wish to address the length of time the program would be open for participation (must be a minimum of 13 months), starting date of program (number of days after announced University participation), the number of years to be purchased (no more than 5, but could be less), the impact on departments and staffing in general (there is no guarantee of replacements for participants in the program), and any other.

Please return this survey to Gregg DeCrane, 405 Student Services by April 18.

Comments and suggestions:

The meeting adjourned at 3:07 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "James M. Sharp", written over the typed name.

James M. Sharp, Secretary



Bowling Green State University

Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403-0154
(419) 372-2843

MEMORANDUM

TO: Dr. Richard Eakin
Vice President for Planning & Budgeting

FROM: Gregg DeCrane *Gregg DeCrane*
Chair, Administrative Staff Council

DATE: April 8, 1986

SUBJECT: Handbook Changes

ASC took the following action at its April 3 meeting relative to your concerns expressed at our Thursday morning meeting regarding Administrative Staff Handbook revisions.

1. Title Page

- A. Accepted Administrative Council's addition of "and becomes effective for subsequently signed contracts" to the sentence that reads, "The 1985-86 Handbook . . ."
- B. Suggested and passed the changing of the last paragraph to eliminate the word "annually".

2. Fee Waiver Policy

- A. Accepted Administrative Council's approval of the reduction of the waiting time from 5 years to 3 years for employee dependents.
- B. Accepted Administrative Council's change in policy to allow for dependent fee waiver for a period of 5 years after the retirement of the employee regardless of their participation in the Supplemental Retirement Program.

3. Vacation Policy

- A. 1) Accepted Administrative Council's recommendation of a 22 day per year vacation with unlimited accrual during the year and a maximum of 44 days accrual at the end of the contract year and at termination of employment.
- 2) Since the Administrative Council's discussion was based upon the fact that the majority of Ohio's four year post secondary schools offer 22 days of vacation, the ASC hopes that this majority will serve as an index for future adjustment.
- B. There were regrets that the graduated accrual proposed by ASC, which would reward long term employees, was not favorably received.
- C. There was also concern that any conversion from a 9 month contract to a twelve month contract would not be adversely effected by the increased accrual. The current 9/11 formula is based on 20 working days vacation.

Dr. Richard Eakin
Page 2
April 8, 1986

4. Non-renewal of Contract

- A. Tabled so that further review of Administrative Council's proposed changes may be made.

5. Termination of Contract

- A. Tabled so that further review of Administrative Council's proposed changes may be made.

6. Suspension

- A. Tabled so that a new proposal that addresses two forms of suspension may be drawn up.

7. Release

- A. Tabled so that further review of Administrative Council's proposed changes may be made.

The Personnel Welfare Committee and the ASC Executive Committee are currently working on 4, 5, 6 and 7 but no resolution looks possible for the May Trustee's meeting. If a meeting between yourself and members of the Executive Committee and/or Personnel Welfare Committee would be helpful in clarifying or resolving specific issues, we would be more than willing to do so.

GD:dkh

MEM/64-65

pc: ASC Executive Committee
Personnel Welfare Committee

ADMINISTRATIVE STAFF COUNCIL

April 3, 1986

Agenda

- A. Call to Order
- B. Election Results
- C. Vacation Policy Report
- D. PERS Update
- E. Insurance/Benefit Update
- F. Committee Reports
 - 1. Scholarship Donna Capelle selected and accepted #300 scholarship
 - 2. By-laws
 - 3. Personnel/Welfare
 - 4. Merit
 - 5. Needs assessment survey

Scholarship Committee

Ann Bowers

Deb Heineman

Kathryn Thiede

Ron Zwerlein



Bowling Green State University

University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

April 27, 1986

MEMORANDUM

TO: ASC Members
FROM: J. Sharp, Secretary
RE: May 1 Meeting

No, this is not another election ballot, thank goodness.

This is a reminder that we meet on Thursday, May 1, at 1:30 p.m., in the Alumni Room of the Union. The anticipated Agenda is enclosed.

Please note that we will be taking Council nominations for 86-87 officers, so come prepared to nominate or be nominated.

See you Thursday.

JS:tt

Enclosure

FRINGE BENEFIT PRIORITY LIST

PART I	EST. COST	PRIORITY LEVEL				
		Very Low	Low	Average	High	Very High
1. Reducing Waiting Period for Dependent Fee Waivers	\$36K-\$63K	Very Low	Low	Average	High	Very High
2. Removing Restrictions on Employee Courses	17.5K-70K	Very Low	Low	Average	High	Very High
3. Study of Early Retirement Program & Financial Effects		Very Low	Low	Average	High	Very High
4. Travel Advances and Credit Card System	20K	Very Low	Low	Average	High	Very High
5. a. More Parking Spaces Near Center of Campus	\$600/space	Very Low	Low	Average	High	Very High
6. Recreational Facility Discounts	5K-10K	Very Low	Low	Average	High	Very High
8. 25% Subsidy on Personal Computers	120K	Very Low	Low	Average	High	Very High
9. Explore Reciprocal Fee Waivers for Dependents		Very Low	Low	Average	High	Very High
PART II						
1. University Paid Life Insurance	120K	Very Low	Low	Average	High	Very High
2. Univ. Paid Family Hospitalization & Major Medical	660K	Very Low	Low	Average	High	Very High
3. Family Hospitalization Pick-up Over 3-Year Period	250K	Very Low	Low	Average	High	Very High
4. University to Pay for Annual Health Examination	75K	Very Low	Low	Average	High	Very High
5. Univ. Provide On-Campus Preventive Medical Procedures	?K	Very Low	Low	Average	High	Very High
6. Coverage for Experimental Medical/Dental Procedures	?K	Very Low	Low	Average	High	Very High
7. Major Medical Deductible to Remain at \$400		Very Low	Low	Average	High	Very High
8. Enhancement + Family Dental/Vision Coverage	245K	Very Low	Low	Average	High	Very High
9. Prescription Payments	0 - 45K	Very Low	Low	Average	High	Very High
10. Enhancement of Long Term Disability Benefit	61K	Very Low	Low	Average	High	Very High
11. Changing Deductible to a Calendar Year	0 - 25K	Very Low	Low	Average	High	Very High
12. 3 Mos. Grace Period Calendar Year Major Medical Deductible	0 - 25K	Very Low	Low	Average	High	Very High
13. No change in Major Medical Deductibles	\$100/\$1000	Very Low	Low	Average	High	Very High
14. Implementation of Mandatory Second Opinion Program		Very Low	Low	Average	High	Very High
15. Implementation of Error Detection Award Program		Very Low	Low	Average	High	Very High

BENEFIT ENHANCEMENT CHOICES

Imagine a pool of \$800,000 somehow becomes available for enhancing benefits. (This would roughly increase faculty benefits from 20% to 22% of salaries, still below average for state-supported universities in Ohio.)

Which benefit enhancements from the two lists given (Part I and Part II) do you think it would be best for the University overall (not necessarily just you personally) to add? Name these or provide the number(s)

Part I: _____

Part II: _____

COMPENSATION PREFERENCE POOL

Imagine that a given pool of money is available to be used for increases in salary and enhancing benefits. Further make the assumption (not always necessarily true) that funds for salary increases and benefit enhancements are interchangeable. Given our current situation with respect to salaries and benefits, which of the following divisions would you think would be most beneficial to the University?

- _____ 100% Salary Increases -- 0% Benefit Enhancements
- _____ 95% Salary Increases -- 5% Benefit Enhancements
- _____ 90% Salary Increases -- 10% Benefit Enhancements
- _____ 80% Salary Increases -- 20% Benefit Enhancements
- _____ 70% Salary Increases -- 30% Benefit Enhancements
- _____ % Salary Increases -- % Benefit Enhancements

ADMINISTRATIVE STAFF COUNCIL
Thursday, May 1, 1986

Agenda

1. Amendment to By-laws *Done*
2. Election results *Shelly - Hart
Hurt
Hughes
Swanson*
3. Nominations for 1986-87 Officers
 - A. Chair-elect *Paul Jr / Sue Crawford*
 - B. Secretary *Sally Blair / Jim Sharp*
4. PERS survey report
5. Handbook information update
6. T.I.R.E.S. booklet
7. Committee reports
 - A. Personnel/Welfare
 - B. Ferrari Award
 - C. Merit
 - D. Scholarship
 - E. Professional Development
8. Remarks from the Chair

Student Affairs - Linda P. Hamilton
Rich Hughes

University Relations - Linda Swaisgood

CHAIR
REMARKS

DeCrane thanked the Council for their patience with the election process and Jim Sharp for his work with the process. He was also thankful for participation of staff in completing questionnaires this year. June 5th is the next scheduled meeting. Shad Hanna will be the guest speaker. Executive Committee will be meeting May 13th.

Respectfully submitted,

Tina Tampurages

Tina Tampurages
(in absence of Jim Sharp,
Secretary)

Accomplishments

Administrative Staff Council

1985-86

1. Increased the corpus in the ASC scholarship fund and awarded the first ASC scholarship to Donna Capelle. Also assisted with the 75th Anniversary Fund Drive.
2. Improved communication with all administrative staff through stabilization of the Communication Network, increased coverage in campus publications and interest meetings with constituents (such as those held for the insurance issue).
3. Through use of guest speakers became more aware of the concerns and feelings of Trustees, faculty and classified staff.
4. Offered an expanded slate of Professional Development programs including the addition of four lunchtime interest sessions.
5. Conducted a needs assessment of administrative staff the results of which will help give direction to ASC in future years.
6. Made recommendations on the proposed Public Employees Retirement System Retirement Incentive Program, after surveying the employees for input.
7. Changed the by-laws to clarify the elections process, committee membership, and attendance policy.
8. After extensive review of information and holding of public meetings, made recommendations on Insurance Benefits.
9. Established the Ferrari Committee as a permanent committee of ASC and increased the amount of the award to an equivalent of \$400 in Art.
10. Charged the Merit Committee to 1) determine the current use of merit on the Bowling Green campus, 2) investigate alternatives to the current system and 3) offer recommendations to ASC.
11. Dealt with the question of salary pools and made input to the two budget committees in the form of recommendations and reports on benefit survey. Also met with the president to receive explanation on salary differential initiated for 1985-86.
12. Responded to federal legislation seeking mandatory participation in Social Security by distributing relative information and urging employees to contact their congressmen.
13. Worked jointly with Faculty Senate Committees in developing recommendations on the issues of Dependent Fee Waivers and Insurance benefits.
14. Establish a liaison with the Classified Staff Council.
15. Began the building of a data base relative to Administrative Staff information.

Page 2
Administrative Staff Council

16. Strengthened employee benefits by increasing the number of vacation days to 22 per year and the number which can be accumulated at the end of a year to 44; decreased the waiting period for dependent fee waivers from five years of service to three years of service while also extending the dependent fee waiver of retired employees to five years after retirement. (Pending Board of Trustees approval on June 13.)
17. Suggested improvements in the Opening Day Convocation to make it meaningful to Administrative Staff.
18. Defrayed the cost of making available to each administrative staff members the TIRES information pamphlet.
19. Continued working to make the Administrative Staff Handbook easy to understand and be supportive of the employee.
20. Continued to pursue membership on the Committee on Academic Priorities (CAP) to assure input in the event of the declaration of Exigency. Awaiting response from Faculty Senate's Committee on Committees.

RESOLUTION

WHEREAS, members of the Administrative Staff Council learned of the death of Hazel Smith on May 22, 1986; and

WHEREAS, Hazel joined Bowling Green State University in 1968 when she founded the Commuter Center, now known as the Off-Campus Student Center, in Moseley Hall and served as its director for eighteen years; and

WHEREAS, she received the University Special Achievement Award in 1975 for her excellence in commuter student advising as well as her involvement in campus activities and programs; and

WHEREAS, she served as advisor, friend, counselor and role model to thousands of students who sought a place to call their home while on-campus; and

WHEREAS, she gave generously of her time to students and colleagues who will long remember her;

NOW, THEREFORE, BE IT RESOLVED, that the Council expresses sincere appreciation for the many years of valuable service given by Hazel Smith and extends sympathy to her family, and

BE IT FURTHER RESOLVED, that this resolution be entered into the official minutes of the Administrative Staff Council and that a copy be sent to members of her family.

Shad
 - Marketing of Univ.
 - loss of financial aid
 - should publicize scholarship
 recipients / outstanding students
 to attend Thursday night
 approach President (about it)
 rep. mty.
 - Chair, Board

* Send
 thank you
 to Shad

ADMINISTRATIVE STAFF COUNCIL

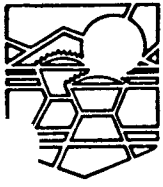
June 5, 1986

Agenda

- Introduction of guest speaker, Shad Hanna✓
- B. Introduction of new members✓
- G. Election results✓
- D. By-law change✓
- E. Recognition of "retiring" members✓
- F. End-of-year summary report
- G. Remarks from the Chair
- H. Good of the Order

PDC

Workshop interest poll
 distributed



Bowling Green State University

May 27, 1986

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Ruth Friend
Jim Litwin
Joan Morgan
Joni Reed

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: Report on Training Programs Offered During 1985-86

RECEIVED
INSTITUTIONAL STUDIES

MAY 28 1986

During 1985-86, three professional development workshops and five luncheon programs were offered to administrative staff members. The following is a summary of the attendance of these programs:

Workshops

Effective Writing Techniques (2 sessions - November)	33
Managing Change as a Part of Organizational Development (1 session - January)	23
Publishing and Presenting Papers (1 session - May)	28
	<u>84</u>

Luncheon Series

Tour of Planetarium (October)	30
Overview of Academic Enhancement, Admissions, Minority Affairs (November)	25
Tour of Technology Building (January)	5
Film: "Meetings, Bloody Meetings" (February)	18
Personal Financial Planning (April)	35
	<u>113</u>

The evaluations of the workshops were generally very positive. Although formal evaluations were not conducted following the luncheon programs, I have received many positive comments from staff members who attended them.

I appreciate the support and assistance you have provided me throughout the year in planning and organizing the professional development programs. We should all be very pleased with accomplishments of this past year. Thanks.

SC:mmmb

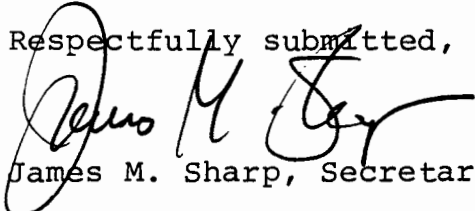
the section on "Contract Information," and particularly the section on non-renewal. He noted that our current proposed recommendation is being reviewed by legal counsel, and that Administrative Council was to act on our proposal Tuesday, May 20. All recommendations should be ready for Council at our June 5 meeting.

DeCrane also noted the benefit changes passed by the Trustees, including a revision in the funding of life insurance and the partial University funding of family medical coverage, beginning January 1, 1986, and continuing for three years to achieve full University funding.

Litwin advised of the next Professional Development Workshop scheduled for May 20. The topic will be "Getting Published."

The meeting adjourned at 2:35 p.m.

Respectfully submitted,



James M. Sharp, Secretary



Bowling Green State University

45
University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

May 14, 1986

MEMORANDUM

TO: Administrative Staff Council
(present and future members)

FROM: Jim Sharp *Jim Sharp*
Secretary *(tt)*

RE: June 5th Meeting

Please mark your calendars for Thursday, June 5, 1986, at 1:30 p.m. The annual joint meeting of the '85-'86 and '86-'87 Council will take place in the Alumni Room of the Union. New members will be introduced and final election results announced, in addition to other fun and wonderful things.

The anticipated Agenda is enclosed.

See you on the 5th.

JS:tt

Enclosure



Bowling Green State University

Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403-0154
(419) 372-2843

MEMORANDUM

TO: Dr. Paul Olscamp
President

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: May 12, 1986

SUBJECT: Public Employees Retirement System Retirement Incentive Plan
Recommendation

*enclosed
5/15/86*

During the past three months, a committee established by the Administrative Staff Council has been looking at various aspects of the proposed PERS Retirement Incentive Plan. The committee's work involved three tasks. Its first task was to inform the entire administrative staff of the details of the proposed plan. Its second task was to conduct a survey of the administrative staff to 1) determine interest in the program and 2) determine concerns relative to it.

The results of the survey, the committee's knowledge of the recent STRS program at Bowling Green State University, and information received from other universities aided the committee in accomplishing its third task - the formulation of recommendations. These recommendations follow.

1. The University should adopt the PERS Retirement Incentive Plan if and when the option becomes available. 88% of the administrative staff responding to the survey indicated desire for the adoption of the plan and 5% had reservations and were non-committal.
2. Retirement Incentive program should be open ended with a one year notice required prior to termination in order to minimize the sudden impact of loss of personnel, lessen the impact of replacement of personnel, minimize the budgetary impact in a given year, allow for more long range planning of replacements, and consider the opportunity for planned internal promotions.
3. The number of years service credit to be purchased by the University should be five years.
4. Employees deciding to participate must indicate their intent six months in advance. Employees should be encouraged to retire at the end of the fiscal year.
5. Once the PERS Retirement Incentive Plan has been approved by the Board of Trustees, eligible employees should be given at least three months to decide whether or not they intend to participate.

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Page 2

Memo: Dr. Paul Olscamp

May 12, 1986

6. PERS representatives should be available to offer informational sessions concerning the plan and should offer individual counseling opportunities prior to the time an employee must indicate their interest to participate. The Office of Administrative Staff Personnel Services should coordinate these sessions and work with administrative staff retirees.
7. The Supplemental Retirement Program should be maintained in its present form.

GD:dkh

MEM/70-71

COMPENSATION PREFERENCE POOL

Representatives were also asked to recommend how a given pool of money available to be used for increases in salary and enhancing benefits should be divided (% salary increases vs. % benefit enhancements). Representatives could select one of five options calling for 0%, 5%, 10%, 20% or 30% of the pool to go for benefit enhancements, or could specify any other division they desired. The results are given below.

<u>Salary Increases</u>	<u>Benefit Enhancements</u>	<u>Number*</u>	<u>% Choice</u>
100%	0%	4	16%
90%	10%	3	12.5%
80%	20%	9	37%
70%	30%	4	16%
60%	40%	2	8%
50%	50%	1	4%
30%	70%	1	4%

49

ADMINISTRATIVE STAFF FRINGE BENEFIT POLL

Representatives were asked to select benefit enhancements that would be best for the University to add if a pool of \$800,000 somehow became available for enhancing benefits. Selections were made by 20 of the 25 representatives who filled out ballots. The choices are listed below in decreasing order of popularity and broken down under the headings of Part 1 and Part 2 responses.

Part I

1. Reducing Waiting Period for Dependent Fee Waivers (9)
2. Explore Reciprocal Fee Waivers for Dependents (4)
3. Study of Early Retirement Program & Financial Effects (3)
4. Removing Restrictions on Employee Courses (1)
5. Travel Advances and Credit Card System (1)
6. More Parking Spaces Near Center of Campus (1)
7. 25% Subsidy on Personal Computers (1)

Part II

1. University Paid Family Hospitalization & Major Medical (11)
2. University Paid Life Insurance (3)
3. Enhancement & Family Dental/Vision Coverage (3)
4. Prescription Payments (2)
5. University to Pay for Annual Health Examination (1)



Bowling Green State University

University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

May 5, 1986

MEMORANDUM

TO: Administrative Staff Council

FROM: Jim ~~Shane~~
Secretary

RE: Special Meeting

A special meeting has been called by Gregg DeCrane to be held Thursday, May 15th at 1:30 p.m. in the Taft Room of the University Union. Items under discussion will be handbook changes and PERS retirement recommendations.

tt

FRINGE BENEFIT PRIORITY LIST: SUMMARY OF Administrative Staff Council

PART I	PRIORITY LEVEL					BLANK	TOTAL	AVERAGE*
	VERY LOW (1)	LOW (2)	AVERAGE (3)	HIGH (4)	VERY HIGH (5)			
REDUCING WAITING PERIOD FOR DEPENDENT FEE WAIVERS	0	1	5	8	8	3	25	4.04
REMOVING RESTRICTIONS ON EMPLOYEE COURSES	1	3	5	9	4	3	25	3.54
STUDY OF EARLY RETIREMENT PROGRAM & FINANCIAL EFFECTS	0	2	11	6	3	3	25	3.45
TRAVEL ADVANCES AND CREDIT CARD SYSTEM	6	5	5	5	1	3	25	2.54
MORE PARKING SPACES NEAR CENTER OF CAMPUS	6	7	4	1	4	3	25	2.18
RECREATIONAL FACILITY DISCOUNTS	2	7	7	5	1	3	25	2.81
25% SUBSIDY ON PERSONAL COMPUTERS	4	5	10	2	1	3	25	2.59
EXPLORE RECIPROCAL FEE WAIVERS FOR DEPENDENTS	1	2	8	7	4	3	25	3.50

* Calculated by assigning values of 1-5 to Very Low - Very High, respectively. Thus an average of 2.62 falls between Low and Average.

FSBC: JCD 3/27/86

PART II		VERY LOW (1)	LOW (2)	AVERAGE (3)	HIGH (4)	VERY HIGH (5)	BLANK	TOTAL	AVERAGE
UNIVERSITY PAID LIFE INSURANCE		0	1	7	6	10	1	25	4.04
UNIV. PAID FAMILY HOSPITALIZATION AND MAJ MEDICAL		0	0	2	5	16	2	25	4.60
" " " " " (PICK UP OVER 3 YRS.)		0	2	3	8	7	5	25	4.00
UNIV. PAID ANNUAL HEALTH EXAMINATION		1	5	1	8	7	3	25	3.68
UNIV. PROVIDE ON-CAMPUS PREVENT. MED. PROCEDURES		2	5	10	6	0	2	25	2.86
COVERAGE FOR EXPERIMENTAL MEDICAL/DENTAL PROCEDURES		0	4	10	6	3	2	25	3.34
MAJOR MEDICAL DEDUCTIBLE TO REMAIN AT \$400		2	2	12	3	2	4	25	3.04
ENHANCEMENT + FAMILY DENTAL/VISION COVERAGE		1	0	3	9	9	3	25	4.13
PRESCRIPTION PAYMENTS		0	3	1	10	9	2	25	4.08
ENHANCEMENT OF LONG TERM DISABILITY BENEFIT		3	3	9	4	5	1	25	3.20
CHANGING DEDUCTIBLE TO A CALENDAR YEAR		2	0	9	6	4	4	25	3.47

PART II (CONTINUED)		VERY LOW (1)	LOW (2)	AVERAGE (3)	HIGH (4)	VERY HIGH (5)	BLANK	TOTAL	AVERAGE
3 MOS. GRACE PERIOD CALENDAR YR MAJ MED DEDUCTIBLES		1	2	9	6	2	4	25	3.30
NO CHANGE IN MAJOR MEDICAL DEDUCTIBLES \$100/\$1000		2	5	10	4	1	3	25	2.86
IMPLEMENTATION OF MANDATORY SECOND OPINION PROGRAM		3	4	7	5	4	2	25	3.13
IMPLEMENTATION OF ERROR DETECTION AWARD PROGRAM		2	5	3	7	4	4	25	3.28



Bowling Green State University

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

May 27, 1986

MEMORANDUM

TO: Ruth Friend
Jim Litwin
Joan Morgan
Joni Reed

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: Report on Training Programs Offered During 1985-86

RECEIVED
INSTITUTIONAL STUDIES

MAY 28 1986

During 1985-86, three professional development workshops and five luncheon programs were offered to administrative staff members. The following is a summary of the attendance of these programs:

Workshops

Effective Writing Techniques (2 sessions - November)	33
Managing Change as a Part of Organizational Development (1 session - January)	23
Publishing and Presenting Papers (1 session - May)	28
	<u>84</u>

Luncheon Series

Tour of Planetarium (October)	30
Overview of Academic Enhancement, Admissions, Minority Affairs (November)	25
Tour of Technology Building (January)	5
Film: "Meetings, Bloody Meetings" (February)	18
Personal Financial Planning (April)	35
	<u>113</u>

The evaluations of the workshops were generally very positive. Although formal evaluations were not conducted following the luncheon programs, I have received many positive comments from staff members who attended them.

I appreciate the support and assistance you have provided me throughout the year in planning and organizing the professional development programs. We should all be very pleased with accomplishments of this past year. Thanks.

SC:mmb

Vote on June 5th
Shad Hanna - guest speaker
Come w/questions

Article 4

Section 7

Current By-Law - If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

Proposed By-Law - If on the first ballot in an election no one candidate receives a majority of the votes, a run-off election shall be conducted. Ballots shall consist of the names of those who, together, achieved the required majority. The winner of the run-off election shall be the one candidate who receives the highest total number of votes.

*Passed
6-5-86*



Bowling Green State University

June 16, 1986

56
Office of On Campus Housing
Bowling Green, Ohio 43403
(419) 372-2011
Cable: BGSUOH

MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, Chairperson, By-Laws Committee
RE: Update on Article 4, Section 7

At the June 5, 1986 meeting of the Administrative Staff Council, approval was given to update Article 4, Section 7 of the ASC By-laws.

Enclosed is the updated page. Please remove the current page and replace it with this one.

Thank you.

JC/jm

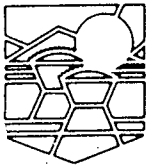
cc: Susan Caldwell

Article 4

Section 7

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Bowling Green State University

58
University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

August 21, 1986

MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jim Sharp, Secretary
RE: Meeting Dates

Welcome to the start of our new school year. Whoopee. Our first meeting of the year will be Thursday, September 4, at 1:30 p.m. in the Alumni Room of the Union. The anticipated agenda is enclosed, as well as a listing of all Council members.

The other meeting dates, for your calendar, are as follows: Oct. 2, Nov. 6, Dec. 4, Jan. 8, Feb. 5, March 5, April 2, May 7.

I also encourage you to review the attendance policy as approved by last year's Council.

Please call me at any time with any questions.

Thanks.

JS:tt

Enclosures

ADMINISTRATIVE STAFF COUNCIL

Minutes of the Meeting
October 3, 1985

Alumni Room
University Union

OCT 17 1985

Members Present: S. Blair, J. Buckenmyer, J. Carr, J. Clemens (for Ruth Friend), P. Cleveland, S. Colaner (for Cary Brewer & Jan ScottBey), J. Corbitt, S. Darrow, G. DeCrane, C. Dunn, P. Fitzgerald, J. Gregory, J. Hartman (for Ann Bower), D. Heineman, D. Hoehner, B. Kelley (for Jim Litwin), J. Kepke (for Joann Bissland), P. Koehler, J. Martini, K. McHugh, J. Navin, E. Piper, D. Regan (for Paul Yon), J. Sharp, K. Steiger, T. Stewart, N. Stickler, K. Thiede, M. Vadillo (for Peace Champion), D. Weinandy, J. Wood, R. Zera (for Dick Conrad), R. Zwierlein

Members Absent: C. Huston, B. Piersol

Chair G. DeCrane opened the meeting and introduced Dr. Paul Olscamp, President of BGSU. Dr. Olscamp's opening remarks included the following.

ROLE AND FUNCTION
OF ADMINISTRATIVE
STAFF

Dr. Olscamp views the role and mission of the administrative staff as divided into six components:

1. Support for the academic area.
2. Managing the residence halls and the living and learning environment therein.
3. Supervision of the maintenance of our physical resources.
4. Records support, as in the Registrar and Financial Aid offices.
5. Supplying needed goods to campus consumers.
6. Providing essential personnel services to students, faculty and staff.

Dr. Olscamp further noted that many office and departments are concerned with several of the above functions, and that overall we must and should strive to maintain our excellent reputation for a friendly and personally interested staff. His personal role, he explained, is to guide the institution in a leadership capacity and to do what he can to make our respective jobs easier.

75th ANNIVERSARY

Major efforts noting the celebration of BGSU's 75th anniversary will include: A renewed emphasis on fund raising, including pushing a favorable capital budget in Columbus, funding for an increase number of Distinguished Visiting Professorships, from our present two, and reviewed emphasis on minority

student recruiting. In addition, one other component of the celebration will include activities which are free, commencing with the festivities of November 10.

GENERAL COMMENTS

Other events for the coming year will include:

- A. The remodelling of the Nest and Pheasant Room in the Union.
- B. The bidding of all University travel services, to possibly include a travel office on campus.
- C. The expansion of our night degree availability if feasible.
- D. The completion of some residence hall bond defeasement.

Questions from the Council to Dr. Olscamp included the following; with his responses:

What is the future of Computer Services over the next 2-3 years?

A continued expansion of our Management Information Systems, to include an on-line registration system by 1987, to be tied in with our financial aid operations; progress toward achievement of the computer literacy goal for our students, as evidenced by computer labs now in all residence halls, and the elimination of our keypunch machines; increased computer capacity for faculty research, including the graphic capability of our VAX785, our inclusion in several national nets, and the future replacement of the DEC main frame.

What has been the impact of recent publicity on our fund raising?

No public trends are evident, and any response to the future would be speculative. If we take the long view, no serious person intent on making a major gift would be deterred because of a couple of arrests.

What is our current enrollment ceiling, and its impact, and its future?

Our current ceiling is 15,000 FTE students, calculated by dividing our total number of credit hours by 15. We are currently ± 230 above the limit, which is not totally undesirable. A reasonable goal is to come within 100 of the 15,000, given the general difficulty in predicting the final number.

The advantage of the ceiling is the ability to plan for not hitting the ceiling, not next year, but possibly the year thereafter. Admissions remained

open all year this current year to achieve our desired applicant pool. Because of the downward trend in 17-24 year olds, a problem may occur in filling the applicant pool in two years, but we are planning for such an event now.

No lifting of the ceiling is projected, due to lack of support from the other state universities.

The enrollment/subsidy formula is complicated, but works fairly well, in that we receive the funding in a lump sum, with all control being local.

Because this biennium was a strong state budget for higher education, what will be the impact on BGSU?

No major impact in turns of new money. The increased state support came about only if the University agreed to increase tuition by no more than 4%. The additional state funding filled the gap between the 4% increase we actually charged and the 8% we wanted to charge--in effect, no new money.

What developmental programs do you foresee for Administrative Staff, as for example, leaves of absence or sabbaticals?

I am not a believer of the statement that because faculty and staff are the same they should be treated the same. In my opinion, faculty and staff are not the same, and any developmental programs for staff should be: directly related to one's present job; or, directly related to a position to which a person will move. I do not favor a general sabbatical leave as faculty presently have. I do favor seminar programs of the type you have offered in the past, and encourage you to continue them.

Given the Blinn resolution and your answer to the last question, do you foresee a change in the current faculty/staff salary increase combination?

My preference is to always, in any administrative capacity, to have as many options as possible, and in my opinion, it is not good policy to tie groups together for purposes of salary increases. Doing so reduces the options that may be available to respond to any given situation.

Staff may currently enroll in four courses per year, with two in one semester per year. If this is acceptable, why not expand this benefit to two per semester year round?

Legislative fears, primarily. During my tenure at Washington, a legislator inquired whether or not the persons who took courses under this benefit were also counted in the FTE calculation. The answer there, as here, was yes, and the entire benefit was almost lost. Further, this benefit is not the same at every state university and we must be careful how far we extend it.

What is your opinion concerning the proposed Social Security inclusion for new employees?

I am totally opposed to such an inclusion and have personally talked with or corresponded with the Ohio Washington delegation expressing my opinion.

Under our current system of salary increases using percentages, the gap between high and low salaries gets wider. Do you favor dollar increments instead of percentage increments?

I tend to favor a more equitable method of salary increases and would greatly prefer a 100% merit system of increases. I applaud your efforts in establishing an Evaluation System for merit increases. The Rock Report would allow for bonus increases, but that report is still out for comment. Specific dollar increases would tend to decrease the gap as presently exists under our percentage method.

How will the increase in graduate students affect the University's income?

We receive more funding for graduate students, but that income must be balanced against teaching assistantships, in-state and out-of-state tuition waivers and fees, and services received. Overall, until we increase by 500 our number of graduate students, we lose money. But at 1500 more, we will be much better off financially.

DeCrane, on behalf of the Council, expressed thanks to Dr. Olscamp for attending.

COMMITTEE
ASSIGNMENTS

Heineman distributed a listing of ASC committees with members noted. She urged Council members to advise her of any persons willing to fill existing committee-ships.

SPEAKERS Heineman also advised that Don Boren, Chair of Faculty Senate, would be our speaker in November, Sue Crawford on March 6, and Sharon Stuart and Dick Newlove at a future meeting.

PERSONNEL WELFARE COMMITTEE Fitzgerald advised that the Committee is meeting next week to discuss the current fee waiver policy for staff and dependents.

PROFESSIONAL DEVELOPMENT Keeley reported for Litwin that six luncheon seminars are scheduled for this year, along with three workshops.

INSURANCE DeCrane reported that the Insurance Committee has completed its review of the consultant's recommendation and has scheduled an open session on October 23 to review same.

E.O.C. Heineman advised that the Equal Opportunity Commission, in the wake of its approved Racial Harassment and Sexual Harassment policies, has a series of hour-long programs concerning those two policies.

EVALUATION COMMITTEE DeCrane told of the approval, in general, of the recommendations of the Evaluation Committee by Administrative Council, and that the Merit Committee would follow through with the approval recommendations. DeCrane further advised that Dr. Eakin would keep us advised of any future changes in the insurance program.

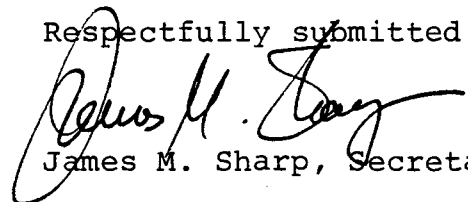
MERIT POLICY DeCrane distributed the current Merit Pay Policy, as drafted by Susan Caldwell. This policy has apparently been in effect for the last few years, but has not been written or distributed. After considerable discussion, Fitzgerald moved: That the ASC share the policy with our constituents, and bring forth any recommendations at the next ASC meeting. Motion seconded. Additional discussion followed, during which Martini moved the motion be amended to also refer the policy to the Personnel Welfare Committee for review, endorsement, or rejection. Stickler seconded the motion. Discussion ensued concerning the prematurity of referring to PWC. The amendment was defeated--the motion passed.

DeCrane also advised that Susan Caldwell is compiling data from other MAC schools concerning turnover rate, in view of the fact that ours was 33% this year.

The next meeting is scheduled for Thursday,
November 7, at 1:30 p.m.

The meeting adjourned at 2:58 p.m.

Respectfully submitted,



James M. Sharp, Secretary

ADMINISTRATIVE STAFF COUNCIL

November 7, 1985
Minutes of the Meeting

Alumni Room
University Union

Present: J. Bissland, A. Bowers, J. Buckenmyer, J. Carr, P. Champion, J. Clemens (for Friend), D. Conrad, J. Corbitt, S. Darrow, G. DeCrane, C. Dunn, P. Fitzgerald, D. Heineman, D. Hoehner, C. Huston, P. Koehler (for Blair), J. Litwin, K. McHugh, C. Nagle (for Gregory), J. Navin, D. Passmore (for Martini), B. Piersol, E. Piper, J. ScottBey, J. Sharp, K. Steiger, D. Weinandy, J. Wood, P. Yon, R. Zwierlein

Absent: C. Brewer, P. Cleveland, T. Stewart, N. Stickler

Guests: D. Boren, P. Kostyu

Chairman DeCrane called the meeting to order at 1:30 p.m. and introduced our guest speaker for the day, Don Boren, Professor of Legal Studies and Chairman of Faculty Senate. Boren opened with two comments: 1) He asked the committee to not let Faculty Senate make decisions in a vacuum and asked that if issues are before the Senate with impact on administrative staff or input is needed from administrative staff to please keep him or the appropriate committee advised. 2) Boren also commented that with the new classified wage salary options that the potential for competition between faculty, administrative staff, and classified staff exists and that it is his desire that any competition or possible animosity between the three groups be kept to an absolute minimum. He added his personal thought that the salaries of administrative staff and faculty staff in terms of percentage increases should be kept the same to reduce again the possible competition between those two groups. He then opened the floor for questions and responses.

Faculty in the past have been rewarded for teaching, research, and services, but perhaps not to the extent some think necessary. If this rewarding does not continue and there is a possible withdrawal from University service and committees, what do you see as the potential impact?

Patton's committee report is now with Dr. Clarke and will be coming to the Executive Committee of Faculty Senate in early December. Boren noted that there are many differences among departments. Some have direct rewards; some have indirect rewards. He cited a greater need for uniformity among departments. He noted that attention is given to research when tenuring and the difficulty with attempting to compute or count University service and that perhaps service to the University should be better defined.

There was a substantial decrease in the faculty due to retirements. What was the result, impact, and recovery?

This was generally a beneficial move for the University in terms of the University changing gears to research in giving more flexibility to fill areas where the potential for growth is greatest.

Who makes those decisions and how much flexibility exists between colleges?

Boren noted that the University Budget Committee and the Senate Budget Committee come together to determine the number of positions that will be filled.

A recent report from the Senate indicated that the faculty were willing to give up "power" in terms of representation on the Athletic Committee. Why?

Boren noted that given the complexities of that particular committee that the committee's charge in the future would be changed to one of advisory as opposed to an oversight committee. He noted further that the matter had been referred to the Faculty Senate Committee on Committees with the need to ask whether there was indeed a need for the Athletic Committee and if so that goals should be set and that the committee should be primarily concerned with academics in our Athletic Department.

Question was asked regarding Boren's opinion on the recommendations of the Insurance Committee and its impact on faculty and staff.

He noted that the University needs an appeal mechanism on insurance disputes and that the Faculty Welfare Committee is not an appropriate body given the diversity of those disputes.

Question was also asked regarding administrative staff membership on the Exigency Committee.

He noted that there was nothing down on paper as of this point, but he will attempt to do something if we wish. He noted, in addition, that administrative staff can now serve as chairs of University committees which he regarded as a good move.

Question asked for his comments regarding our student population, any changes that may be taking place; especially, as related to adult learners, and students who attend at night; specifically, staffing the night division with part-time faculty members and how are those particular issues handled.

Boren responded that a committee is in progress to determine working conditions of part-time faculty and the various motives for teaching and that a response would be forthcoming.

Question was asked regarding professional development programs for administrative staff similar to professional leave policy that faculty presently have.

Boren's reaction was that funding would be a problem, but the concept was excellent and he would predict faculty support.

With our expected drop in enrollment is there general faculty concern about potential lower standards of incoming students?

Boren responded that he was not aware of any particular faculty impressions or perceptions.

DeCrane, on behalf of the Council, thanked Boren for his attendance and his willingness to discuss difficult issues with us.

RESPONSE TO
THE MERIT
MEMORANDUM

Various comments from the floor were as follows.

- That any merit should be prorated in correlation to the months served.
- That this policy had not been seen prior to its distribution and concern for that.
- Why not start December 31 instead of January 1.

Discussion ended with the recommendation that the memorandum be referred to the Personal Welfare Committee for any response. DeCrane noted he will refer same to the Personal Welfare Committee and bring back a proposed policy to the full Administrative Staff Council.

COMMITTEE
REPORTS

D. Heineman noted that Dave Weinandy will be our representative on the ACGFA Committee, that Joni Reed has been added to the Professional Development Committee, that Conrad McRoberts is now a member of the Merit Committee, that Bob Arrowsmith will attend Faculty Senate meetings on our behalf, and that Joe Martini will be our representative on the Student Recreation Center Council.

Financially speaking, Heineman reported that we now have \$1,320.86 remaining in our expense budget for the remainder of the year.

Representing the Scholarship Committee, Heineman noted that the committee is working on a time line for awarding the scholarship and discussed the various qualifications that potential winners will need; specifically, that he or she be in the top 10% of his or her respective college, that the student demonstrate financial need, and that the student may be either part-time or full-time. She indicated that letters will be sent to each college along with applications and that applications would be likewise available in the Financial Aid Office.

Reporting for the Personnel Welfare Committee, Yon reported that a questionnaire for new administrative staff will be circulated in the next several days to gain information regarding the fee waiver policy. He reported further that no major changes are anticipated this year in any handbook revisions, that the vacation leave and the accrual rate of same are now being examined with a recommendation forthcoming, and that the grievance and hearing procedures change indicated in the Mason memo needs to be revised.

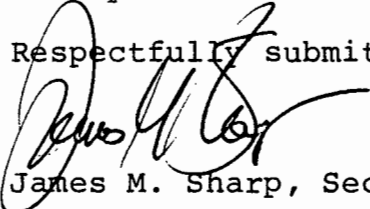
Professional Development Committee noted the very good success of the writing workshop conducted recently. The success is based on the fact that the response was so great that two workshops had to be scheduled.

Responding to the Insurance Committee report and recommendations, DeCrane noted that there will be a special meeting of the full Council on November 12th at 2:00 p.m. in the Ohio Suite of the Union.

In his remarks, DeCrane urged all members to read the President's annual report recently published in the Monitor, urged all to attend the upcoming Convocation, and noted that December 11th would be an opportunity for a social gathering of the Council at DeCrane's residence at 5:00-7:00 p.m. DeCrane also distributed a legislative bill currently in committee concerned with PERS potential buyout.

Next meeting of the Council will be on Thursday, December 5th at 1:30 p.m.

Respectfully submitted,



James M. Sharp, Secretary

ADMINISTRATIVE STAFF COUNCIL

December 5, 1985
Minutes of the Meeting

Taft Room
University Union

Present: S. Blair, J. Wood, P. Fitzgerald, J. Navin, K. Steiger, S. Darrow, C. Dunn, J. Bissland, D. Weinandy, J. Corbitt, K. Cleary (for Gregory), K. Thiede, P. Yon, A. Bowers, J. Litwin, R. Zwierlein, P. Cleveland, J. Buckenmyer, J. Martini, N. Stickler, M.H. Ritts (for Piersol), J. ScottBey, T. Stewart, J. Carr, E. Piper, R. Friend, G. DeCrane, J. Sharp, C. Shultz (for Conrad),

Absent: P. Champion, C. Huston, K. McHugh, C. Brewer, D. Hoehner, P. Koehler, D. Heineman

Guests: Sharon Stuart, David Wu, Paul Kostyu

Chairman DeCrane called the meeting to order at 1:32 p.m., and introduced our first guest speaker, Sharon Stuart, Chair of the Classified Staff Council.

Stuart, in her opening remarks, noted that among the general concerns of classified staff are: pay issues, general working conditions, HB 309 (University salary options for classified staff), and the upcoming election of CSC members. Such an election will require Trustee approval, Stuart noted, given the required change in the current CSC charter. She also stressed the willingness of CSC to work together with ASC on issues of common concern.

Questions and responses with Stuart included the following:

What is the current status of implementing HB 309 on the campus?

Given that the work of the committee working on the salary issue, Stuart is uncertain as to progress. She noted that the membership is meeting six hours weekly and that their report is due early next year.

What is the current attitude toward unionization?

The question is difficult to speak to. Earlier in the year sentiment appeared to be running high--now perhaps not so strong. The means are available for the discussion and resolution of problems, but sometimes not used. The organizing of small units on campus would not be a surprise, especially if individual units are organized on a state-wide basis; as in the crafts, for example.

If a unit was organized state-wide, would a local election be required to join?

No. A person may join at will if the unit is organized state-wide.

What was the BG News article concerning Elections?

The present CSC Charter does not provide for an elected membership. Any Charter changes will have to have Trustee approval, keeping in mind the potential for the CSC to be a future bargaining agent.

What are the considerations of unionization?

Some particular issues are best left private at the current time, but problems to be resolved include salary, respect, and common courtesies toward the classified staff in general. Small items tend to cause concern, as the cancellation of the annual Christmas banquet.

Question from Stuart: What are you (the ASC) looking for from CSC?

Communication and cooperation in resolving common problems, as in the current insurance discussion and the fee waiver policy.

As a budget administrator, I cannot request a position audit for a person whose present classification has expanded. Comment?

Increasing a position classification should not be an avenue for a merit increase. Merit in general is a very difficult and sensitive issue--favoritism is always a potential problem. But the budget administrator should be allowed to request an audit.

DeCrane thanked Stuart for appearing, and expressed his hope that next year's CSC chair would also appear.

DeCrane introduced Everett Piper, of the Alumni and Development office, to speak regarding the 75th Anniversary Fund Raising Campaign. Piper introduced his associate, David Wu, and distributed a booklet outlining several aspects of the campaign. Piper noted in particular that all gifts, to whatever source at BGSU, count as part of the campaign. He further noted that he would like a goal set from ASC as to the amount to be raised over the next three years. He suggested \$150,000. He stated that the campaign will begin in full force in early March, and he hopes for full Council support at that time.

INSURANCE
UPDATE

DeCrane and Fitzgerald highlighted the current, proposed, and amended proposed changes to the University insurance benefit package. All current information will be sent to Council members, in sufficient quantity for each staff member.

Council members should meet with their respective constituent group to explain the proposed option, gain a sense of support, and come to the January meeting prepared to vote on a recommendation.

COMMITTEE
APPOINTMENTS

DeCrane announced the formation of an ad hoc committee to be chaired by Joe Martini. This committee will be responsible for monitoring the progress of any legislation concerning PERS early retirement buy-out options, and keeping Council advised on this topic.

Because ad hoc committee members may be either Council or non-Council, any staff person interested in serving with Martini are urged to contact him at 2-2815.

PROFESSIONAL
DEVELOPMENT
COMMITTEE

Litwin advised that the recent luncheon seminar was attended by thirty persons, and the next seminar, in early January, will be entitled "Planning Change within Organizational Development."

PERSONNEL
WELFARE
COMMITTEE

Yon noted that the PWC will be meeting on Tuesday, December 10, to discuss the "contract continuance" language under current use.

COMMENTS FROM
THE CHAIR

DeCrane shared a memo from Dale Schroeder, Administrative Staff representative on United Way. Schroeder announced the goal of the University in raising \$60,000 had been achieved, that the total is \$62,000, and offered his thanks for the strong participation of all administrative staff.

DeCrane noted that the Faculty Senate had recently approved a request for salary increase of 9.5% for each of the next two years. He cautioned that whatever happened with the insurance recommendations would have a direct impact on the salary budgets, in that both salary and benefits originate from the same source of funds.

NEW HIRES AND
RESIGNATIONS

Resignations: Academic Affairs
Linda Abrams
Linda Ogden

Planning & Budgeting
Joseph Luthman

Student Affairs
Richard Frye
Deanna Okoiti

New Hires:

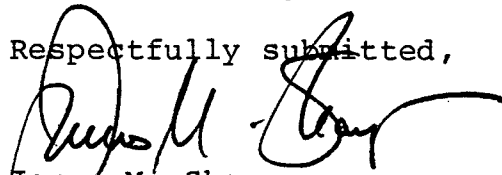
Council
Member
Assigned

Bissland	Academic Affairs: Ingrid Myers, IPC, Director of Forensics
Yon	Florence Dielman, Library, Inter. Loan Assistant
Dunn	Katrina Meyer, Res. Svcs., Asst. Director
Cleveland	Presidents Area: Brenda Swihart, Ath. Dept., Asst. Dir. Athletic Development
Champion	Student Affairs: Linda P. Hamilton, Placement, Asst. Director
Zwierlein	Barbara Hoffman, Health Svcs., Nurse Clinician
Weinandy Champion	Terri Landry, College Access Program Deborah Rice, Min. Affairs
Koehler	University Relations: Carol Jones, WBGU-TV

Please note the above in your Communications Network.

The meeting adjourned at 3:13 p.m.

Respectfully submitted,



James M. Sharp
Secretary

ADMINISTRATIVE STAFF COUNCIL

Minutes of the Meeting
January 16, 1986

University Union
Alumni Room

Present: Bissland, Bowers, Schultz for Brewer, Buckenmyer, Carr, Champion, Conrad, Darrow, DeCrane, Fitzgerald, Friend, Cleary for Gregory, Heineman, Hoehner, Koehler also for Blair, Keeley for Litwin, Martini, Austermiller for Navin, Piersol, ScottBey, Sharp, Steiger, Stewart, Stickler, Thiede, Weinandy, Wood, Yon

Absent: Cleveland, Corbitt, Dunn, Huston, McHugh, Piper, Zwierlein

Chairman DeCrane opened the meeting and introduced the guest speaker, Richard Newlove, Trustee. Newlove stated in his opening remarks that he would answer any question from those present, and stated further that his answers were his own, and not necessarily the opinion of the Board of Trustees.

What is your view of collective bargaining on campus and its impact on classified, faculty, and administrative staff?

Each group must make its own individual decision on collective bargaining. The unionization process is new and we have not seen enough to judge any potential impact. In my personal view, I would not like to see collective bargaining, but if it comes we will deal with it.

Is the voice of Admin. Staff being heard by the Board, and does the Board know who we are and who we represent?

Yes to both. The Council and Admin. Staff is mentioned often by the President and Vice Presidents in committee meetings, and the Board is well aware of the Council.

What is the funding outlook for 86-87?

Not much change is anticipated. We're in an election year with not much chance of state income funding going up. On the University side, fees are capped at 4%.

In terms of salary, should our faculty be in the upper 40% of the nation's professors?

Hard question to answer. There's a difference between "could" and "should." Increases have been attempted in recent years, but we are still stagnant in state spending. We are slowly moving up, but no great strides are anticipated.

Do you have a different "role" on the Board due to your living in the community?

A little, but living in the community helps in a lot of ways, like personal knowledge of many people. The current Board is a good mix

of local and out-of-town. Those not from Bowling Green probably take a larger view and bring a different perspective.

What is your view of the proposed legislation regarding student representation on the Board?

I haven't given it much thought. At present, the GSS and USG representatives attend all Committee meetings with full participation, lacking only voting powers. A revolving member would not be much help.

What is your view on student fees and high vs. low?

Our attitude has been to attempt to keep Bowling Green as low as possible vs. our sister institution to the South (Miami) keeping theirs as high as possible. The "Miami Mystique" has always been a puzzle to me. They do a fine job of preaching their reputation of superior education, and tell prospective students and parents that quality education costs money, and they succeed.

Has the early retirement plan been successful?

Overall, we are not disappointed. It's still too early to predict any long-term repercussions, but we were surprised at the number who opted for the program.

Is there a progression on the Board, from committee to committee and on to Chairman?

No.

Do you have a responsibility in getting state subsidy money through lobbying efforts, etc?

Not on a regular basis. Sometimes knowing someone in a position to assist is helpful, and political connections are useful, but no effort is made on a regular basis.

Why have the recent Board appointments been local residents?

No reason known, but local appointments are common within other institutions, at Toledo, for example. The appointments generally defy logic, but there does tend to be some political affiliation. However, partisanship on the Board is non-existent--all members have a strong commitment to the University.

Is our representation before the Board important in order to be heard?

I am confident that your voice is being heard on the Board, and representation would not necessarily increase or decrease that, since Susan Caldwell attends our Committee meetings. But if you want to pursue having a representative attend Committee meetings, I see no problem with that and will be glad to assist.

Shad Hanna mentioned that after he became a Trustee, local people ceased to approach him with problems. Have you had the same experience?

Yes--people will generally not speak much about the University or any problems that exist. People should use the correct channels, but I have no problem being approached if the system breaks down.

With that in mind, are you aware of the massive problem we currently have with space on the campus? With capital funding being low, we can't expect any new buildings.

I know our space utilization is excellent--the best of anyone. I am not particularly aware of the problem and don't have enough knowledge to really comment. Doesn't Bob McGeein have something to do with that? (The general workings of the Space Committee were explained to Newlove.)

Is there Board concern about the physical condition of some of our buildings?

The Board does feel that our facilities have declined, but it is difficult to have strong input on the subject.

DeCrane thanked Newlove for his visit and his candid comments.

INSURANCE RECOMMENDATIONS

DeCrane presented the insurance recommendations as sent to all members and noted further that the Executive Committee had endorsed the recommendations along with "Plan B" of the life insurance options. Discussion centered around "fine-tuning" the recommendations. DeCrane noted that any "fine-tuning" would occur in future recommendations and that our charge was to review the presented package, in total, or not.

Bowers moved, Fitzgerald second, the acceptance of the recommendations with "Plan B" (mandatory employee purchase after employer purchase).

Discussion following the motion concerned what happens following any endorsement. The response: because the Insurance Committee is a Faculty Senate Committee, our endorsement, if passed, goes to that Committee, and then to the Senate, and then to the central administration.

Darrow asked what happened to our recommendation of including a pap smear in the coverages, and if not added, why should we "rubber stamp" the Insurance Committee. DeCrane replied that these recommendations are, in total, a place to start, and an attempt at compromise on several issues.

The document, if approved, will be a working document, with changes made in the future.

Bower moved, Stickler second, that the original motion be amended to also endorse the recommendations of the Personnel Welfare Committee, primary of which was the inclusion for coverage of an annual gynecological examination, including a pap smear. The amendment carried. The motion as amended carried.

FUND DRIVE
ENDORSEMENT

Heineman conveyed the desire of the Alumni and Development office to use our Communications Network to distribute 75th Anniversary Fund Drive materials. Piersol moved, Heineman second, to support the 75th Anniversary Fund Drive. Carried.

COMMENTS FROM
THE CHAIR

DeCrane shared the President's response to the opening day ceremony inquiry, and Caldwell's memo concerning salary budget proposals. Draft response memo will be prepared.

DeCrane also noted that conversations with the Chair of Faculty Senate indicated that our request for representation on the Exigency Committee will be re-submitted to the Senate.

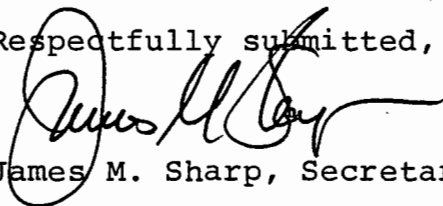
COMMITTEE REPORTS

Personnel Welfare Committee - Yon handed out handbook revisions to be read and considered for a vote at the February meeting.

Scholarship Committee - Nomination forms are out with a February 14 deadline for submission.

The meeting adjourned at 3:07 p.m.

Respectfully submitted,



James M. Sharp, Secretary

Administrative Staff Handbook
Reviewed by Ruth Meacham
of Marshall & Melhorn

Page 8.1 Under "B. Non-Renewal of Contract"

Ms. Meacham strongly urges us to remove the statement: "For example, in the case of non-renewal because of performance, appropriate written documentation should include copies of past performance evaluations, where available." She feels this restriction puts too much of a burden on the University to defend non-renewal, especially when performance evaluations are usually very positive.

Page 8.1 Under "C. Termination for Cause"

Ms. Meacham feels we should remove the words "significant" and "gross" from items 3 and 5 respectively. These words are hard to define; and, therefore, hard to defend. She also feels that the word "documented" in items 3, 4, and 5 is unnecessary.

Page 8.2 Under "D. Suspension"

Ms. Meacham asked me to explain why there are two different kinds of suspension; she agreed that the distinction was a good idea.

Page 9 Under "E. Release"

The words "bona fide" in the third paragraph are not necessary. Also, the last paragraph should be reworded - continuation, not release, is contingent upon the availability of grant funds. A way of rewording this to be parallel with the other two situations is: "In the case of release of persons funded by external grants, the staff member will be given advance notice if possible; continued employment is contingent upon the availability of said grant funds."

Page 9.1 Under "Evaluation Procedure"

Ms. Meacham feels the term "including support of human rights" should be deleted from item 3. It is understood as a part of interpersonal relationships; it is a vague term, hard to measure and evaluate.

Page 10

Under "Policy for Administrative Staff in Grant or Externally Funded Positions"

Ms. Meacham feels that this policy is appropriate. She further recommends that the contract for employment specify a grant-funded position, so the employee is aware of the funding status for the position. In lieu of a notation on the contract form this year, we should have grant-funded employees sign a statement indicating that they are aware of the funding for the position.

Pages 11-16

Under "Grievance and Hearing Procedures"

Ms. Meacham feels that there is too much detail and procedure in this section. She feels that the hearing process should be fact-finding and not allow for formal representation or cross-examination.

Ms. Meacham believes that the provisions for non-renewal of contract should not be grievable. A "contract" person, by definition, enters into employment for an agreed upon period of time (term of the contract). The contract provides for employment for whatever period is noted on the contract. If non-renewal of contract is a grievable condition, then the employment relationships may be perceived to be perpetual. Such a provision would exceed the coverage already provided by the contract.

Notes prepared by Susan Caldwell per phone call with Ruth Meacham of Marshall and Melhorn.

5-20-86

ADMINISTRATIVE STAFF COUNCIL

Minutes of the Meeting
February 6, 1986

University Union
Alumni Room

Present: S. Blair, A. Bowers, C. Brewer, J. Buckenmyer, J. Carr, P. Champion, P. Cleveland, D. Conrad, S. Darrow, G. DeCrane, P. Fitzgerald, K. Cleary (for J. Gregory), D. Heineman, D. Hoehner, P. Koehler, J. Litwin, J. Austermiller (for J. Navin), B. Piersol, J. ScottBey, K. Steiger, T. Stewart, N. Stickler, G. Richmond (for K. Thiede), D. Weinandy, P. Yon

Absent: J. Bissland, J. Corbitt, C. Dunn, R. Friend, C. Huston, J. Martini, K. McHugh, E. Piper, J. Sharp, J. Wood, R. Zwierlein

The meeting was called to order by Chairperson G. DeCrane at 1:30 p.m.

The Amendments Committee distributed proposed changes to the by-laws. Discussion and formal voting will occur at the March meeting of Council. Council members are reminded that alternates may NOT vote on proposed changes to the by-laws; therefore, full Council members are urged to attend the March meeting.

A motion was entered by D. Heineman to suspend the by-laws included in Article 3 Section 1. The motion was seconded by N. Stickler. Motion carried unanimously. This will allow the election process to be held one month later.

P. Yon requested comments on the previously distributed proposed changes to the Administrative Staff Handbook.

G. DeCrane requested clarification regarding the section on terminations and suspensions. New working and/or change will be considered.

The revisions include 3 policy changes. The remainder are editorial changes.

A motion was entered by P. Yon to accept the recommendations from the Personnel Welfare Committee regarding changes to the Administrative Staff Handbook. The motion was seconded by J. Austermiller. Motion carried unanimously.

P. Yon requested that all Council members carefully review the proposed revision of the vacation policy. The Executive Committee must review this proposal before it is disseminated to all Council members. This proposal will cover the rate of accrual, maximum to be accrued, and payment at retirement or death. A formal vote will be taken at the March meeting with subsequent forwarding to Administrative Council.

Committee Reports

Ferrari Award - S. Blair reported that the cover letter and application are being revised. Materials will be out by March 1st.

Personnel Welfare - Emphasis was again placed on the importance of reviewing the proposed revised vacation policy. No change has occurred since 1955.

Professional Development - J. Litwin announced that a lunch meeting will be held on February 25th. The film "Meetings, Bloody Meetings" will be shown and discussed. Location is to be announced.

Scholarship - D. Heineman reported that applications are coming in. The deadline is February 14, 1986. The final selection will be completed within three weeks of this date.

It was also announced that Alumni and Development phone callers will solicit for the ASC scholarship. A mailing will go out about the 75th Anniversary campaign which will include information about the ASC scholarship.

Finance - Our budget request will be made next week. We are requesting the same amount as allocated this year.

Announcements

G. DeCrane announced that nomination forms for the Hollis A. Moore Service Award are now available and are due by February 14th. This award is given annually to a faculty member, staff member, and student who has demonstrated outstanding service to the University community. Council members are urged to nominate particularly since no Administrative Staff member was nominated last year.

The President's Panel will meet next week. Any items to be brought before this group should be forwarded to G. DeCrane.

It was reported that John Weinert, Head Basketball Coach will retire at the end of this year. A national search has begun for his replacement.

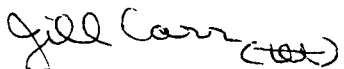
D. Heineman reported that Work Study allocations for 1986-87 are unpredictable. Cuts are expected.

The next full ASC meeting is scheduled for March 6, 1986, at 1:30 p.m. in the Alumni Room of the University Union.

The Executive Committee will meet at noon on February 11, 1986, in the Canal Room of the Union.

The meeting adjourned at 2:40 p.m.

Respectfully submitted,


Jill Carr, Substitute Secretary

ADMINISTRATIVE STAFF COUNCIL

Minutes of the Meeting
March 6, 1986

Alumni Room
University Union

Present: Donald (for Bissland), Blair, (also for Koehler), Bowers, Buckenmyer, Carr, Champion, Conrad, Layman (for Corbitt), Darrow, DeCrane, Dunn, Bowe (for Fitzgerald), Friend, Heineman, Hoehner, Jordan, Litwin, Passmore (for Martini), Navin, Piersol, Piper, ScottBey, Sharp, Stewart, Stickler, Thiede, Wood, Yon, Zwierlein, Steiger

Absent: Brewer, Cleveland, Crawford, Gregory, Weinandy

Chairman G. DeCrane called the meeting to order and introduced Jill Carr, Chair of the By-laws Committee. Several areas of the by-laws were recommended for change, as noted in the attachments to these minutes. Each section was considered individually, as follows:

P. 50 - Attendance Policy - motion to accept change by Zwierlein, second by Stickler. Carried.

P. 50 - Elections Committee - motion to accept change by Heineman, second by Yon. Carried.

Articles 3 & 4 - Elections - motion to accept change by Bowers, second by Stewart. Carried.

Article 4, Section 6 - Election Procedures - motion to accept change by Wood, second by Darrow. Carried.

Article 7, Section 4 - CSC - motion to accept change by Blair, second by Buckenmyer. Carried.

Paul Yon, Chair of the Personnel Welfare Committee, presented his committee's recommended new Vacation Policy, and moved for its acceptance. Navin seconded the motion. (A copy of the recommended policy is attached for those not in attendance at the meeting.)

Questions to Yon included:

1. Would it be possible to recover lost vacation time if the new policy is accepted? A - Uncertain and difficult to predict Administration policy. Probably not.
2. Is the rationale of "no increased costs" accurate? A - Yes, in that persons are not now replaced when vacations are scheduled. No additional manpower is hired or required.

3. Where does the policy go from here, presuming approval? A - Sent to Dr. Eakin's office, then on to Administrative Council and Faculty Senate.

The motion to accept the report and recommended policy carried unanimously.

Yon also presented the recommended Fee Waiver Policy regarding dependent fee waivers. (Copy attached.)

After brief discussion Carr moved, Yon second, that the policy be accepted. The motion carried unanimously.

Sharp presented an election update, noting that the nomination process was strong, as were the Committee interest sheets. The ballots should be out by March 15, written return date of March 25.

Deb Heineman, Chair of the Scholarship Committee, reported over 130 applications for the scholarship, with a selected winner to be announced at the April meeting.

Sally Blair, Chair of the Ferrari Award Committee, reminded Council of the March 21 deadline for nominations, and that criteria sheets are available in numerous areas of the campus.

Jim Litwin, Chair of the Professional Development Committee, announced two additional lunchtime workshops, "How to Invest" and "Getting Published." Both will be after Spring break.

G. DeCrane, in his Remarks from the Chair, noted the following:

1. Congratulations to Ann Bowers in winning the Tina Tampurages Award for service to the Panhellenic Council and sorority system.
2. The PERS early retirement bill is presently passing from one legislative chamber to the other, and that various campus sources predict favorable legislative response. The legislation would give the University a retirement option open to 5% of the Administrative and Classified Staff (approximately 70 persons).

DeCrane noted further that the ASC would be making recommendations concerning endorsement of the legislation.

3. That the Ferrari Award would continue to be presented at the ASC meeting on Fall Opening Day.
4. That he had attended the President's Panel, at which several topics were discussed. The minutes are available from DeCrane, should anyone desire to read them.

APR 25 1986

ADMINISTRATIVE STAFF COUNCIL

Minutes of the Meeting
April 3, 1986

University Union
Taft Room

Present: Bissland, Blair, McCartney (for Bowers), Brewer, Buckenmyer, Champion, Cleveland, Corbitt, Crawford, Darrow, DeCrane, Dunn, Fitzgerald, Clemens (for Friend), Jordan, Koehler, Litwin, Passmore (for Martini), Austermiller (for Navin), Piersol, Sloan (for Piper), ScottBey, Sharp, Steiger, Johnson (for Stewart), Stickler, Thiede, Wood, Richmond (for Yon), Zwierlein

Absent: Carr, Conrad, Gregory, Heineman, Hoehner, Weinandy

Chairman DeCrane called the meeting to order at 1:30 p.m.

ELECTION RESULTS Sharp reported that the initial election results had failed to produce a majority-winning slate in each area. Run-off elections will be conducted until a majority emerges.

VACATION POLICY DeCrane reported that in a meeting with Dr. Eakin on the morning of the 3rd, he (Dr. Eakin) reported that Administrative Council had endorsed a modification of our proposal. Specifically, 22 days annually instead of our proposed 24. Eakin was asked if the maximum carry-over could be increased to 44, and he indicated that that was probable.

Council discussed our options of accepting the proposal or rejecting and sending back to the PWC for review. Fitzgerald moved, Zwierlein seconded, that the proposal be accepted, with the 44 day accrual, and a cover letter specifying that based upon the fact that the majority of Ohio universities have the 22-day benefit, and presuming that the new policy will not have any adverse effects on any conversions from 9 to 12 month contracts. The motion passed unanimously.

PERS UPDATE DeCrane shared a proposed survey to be sent to all administrative staff for their input on the current PERS legislation. Although no legislation authorizing a PERS buy-out has passed the legislature, we want to know the opinions of our staff in the event that legislation does pass. The survey will be sent and the information shared at a future meeting.

DeCrane also noted that should the legislation pass, and if the University adopts the 5% maximum number of personnel eligible, said

number would be approximately 70. The majority of those would be in the classified service. Within the administrative staff, 9 persons are age 50-59 and have 20 or more years of service; 7 are over 60 and have 20 or more years of service; and 5 are over 60 with 5-19 years of service.

INSURANCE BENEFIT
UPDATE

Sue Crawford reported that the Insurance Committee recommendations are presently in the hands of the Budget Committee, and that we are now in a waiting time. DeCrane reported that the Faculty Senate had prepared a priority listing of the various benefit options. DeCrane recommended that Council do the same, and share the results with Chris Dalton, Chair of the Budget Committee. Those recommendations were distributed to the Council and returned to DeCrane. He will share the results at the next meeting.

COMMITTEE REPORTS

Ferrari Committee: Sally Blair reported that 14 nominations had been received, and that the Committee was reviewing them.

Scholarship Committee: Heineman reported that the scholarship winner was Donna Cappelle, and that the formal announcement will be made in the Fall.

Merit Committee: The Committee has been given its charge, as outlined in the attached memorandum from DeCrane to Tonia Stewart, Chair of the Committee.

Needs Assessment: Survey responses numbered over 150. The results are being compiled.

CHAIR REPORTS

DeCrane reported further the details of the meeting with Dr. Eakin and the ASC Executive Committee. Dr. Eakin shared the response of Administrative Council to our proposed handbook changes, and also shared some proposals from Administrative Council for our consideration.

All of those proposals, counter-proposals and Council actions are noted in the attached memorandum from DeCrane to Dr. Eakin dated April 8, 1986.

DeCrane will advise as to Administrative Council's response.

MAY 16 1986

ADMINISTRATIVE STAFF COUNCIL

Minutes of the Meeting
Thursday, May 1, 1986

University Union
Alumni Room

Present: Bissland, Marland (for Blair), Lemaster (for Bowers), Brewer, Buckenmyer, Carr, Champion, Conrad, Darrow, DeCrane, Dunn, Fitzgerald, Heineman, Hoehner, Jordan, Koehler, Litwin, Martini, Navin, Piersol, Ryder (for Piper), ScottBey, Steiger, Stewart, Stickler, Thiede, Weinandy, Wood, Yon, Zwierlein

Absent: Cleveland, Corbitt, Crawford, Friend, Gregory, Sharp

Chair DeCrane opened the meeting. He distributed the results of the benefits survey completed at the last meeting and reviewed the information. Staff will receive a memorandum and T.I.R.E.S. booklet next week.

BY-LAW
AMENDMENT Jill Carr distributed a copy of the current and proposed by-law change regarding run-off elections. Members are to review. Discussion will be held at the June meeting and a vote taken. She reminded the Council that substitutes cannot vote on changes in the by-laws.

PERS Executive Committee reviewed the PERS questionnaire results on Tuesday. There will be legislation coming to review at the next meeting. Ninety-three people returned the questionnaire of which 82 (88%) were favorable of the program, 6 people were not favorable, and 5 people had reservations. The committee raised various concerns including the length of the open period, replacements, and funding. Recommendations are being made. Council will be asked to review the recommendations at the next meeting before going to the President.

HANDBOOKS Paul Yon gave an update on the handbook. Recommendations have been forwarded to the Administrative Council for consideration. A concern has been shown on part of the administration regarding the section of "Non-Renewal, Termination, Suspension and Dismissal" (pages 8, 8-1 & 9 of handout from the last meeting). They have been asked to meet with Dr. Eakin and Dr. Edmonds on Monday. If no agreement is reached, the current policy will remain in place for another year. Recommendations will come back to the Council before going to the Board. A special meeting will be held on May 15th in the Taft Room at 1:30 p.m. Items under discussion will

include handbook changes and PERS retirement recommendations. A vote will be taken on the handbook if there are any changes different from currently approved.

BENEFIT
UPDATE

DeCrane reported the benefit recommendations will come up at May's Board meeting.

COMMITTEE
UPDATES

Professional Development - Last workshop is Tuesday, May 20th from 10 a.m.-12 noon. Topic is "Getting Published" with one speaker addressing "Making a Presentation." Speakers will be Dr. Jim Bissland, Dr. Carney Strange, Kathy Hart, and Pat Cleveland.

Scholarship - Deb is checking into obtaining a figure from the 75th Anniversary fund drive which was earmarked for the scholarship.

Merit - Committee has their charge and are working on it.

Ferrari Award - Tomorrow's meeting will finish the selection process.

OFFICER
NOMINATIONS

Executive Committee placed two names in each available position which were:

Chair-Elect: Sue Crawford
Paul Yon

Secretary: Sally Blair
Jim Sharp

The floor was opened to nominations for the Chair-Elect. No nominations were received. A motion to close was made and seconded. Motion passed.

The floor was then opened to nominations for the Secretary. No nominations were received. A motion to close was made and seconded. Motion passed.

Ballots will be sent out next week, and results announced at the June meeting.

ELECTION
RESULTS

Academic Affairs - Kathy Hart
Linda Katzner

Operations - Ed O'Donnell

Planning & Budgeting - Linda Hamilton
Charles Schultz

ADMINISTRATIVE STAFF COUNCIL
Special Meeting

Minutes of the Meeting
Thursday, May 15, 1986

University Union
Taft Room

Present: Bissland, Blair, Bowers, Buckenmyer, Carr, Champion, Schultz (for Conrad), Layman (for Corbitt), Darrow, DeCrane, Dunn, Fitzgerald, Heineman, Hoehner, Jordan, Koehler, Litwin, Martini, Piersol, Sharp, Steiger, Stewart, Stickler, Thiede, Wood, Yon, Zwierlein

Absent: Brewer, Cleveland, Crawford, Friend, Gregory, Navin, Piper, ScottBey, Weinandy

Chairman DeCrane called the meeting to order at 1:30 p.m., and noted three items for discussion: the announced salary increases, PERS early retirement proposed recommendations, and current handbook change discussions.

SALARY
INCREASES

DeCrane shared developments from the past several days, which began with DeCrane being advised informally that the proposed salary increase recommendation to the Board was to be 8½% for faculty, 8% for administrative staff, and 7½% for classified staff. Because this information was contrary to the ASC recommendation to be considered along with the same rate as faculty, DeCrane contacted several persons, both on the Faculty Senate and University Budget Committees, all of whom declined discussion.

DeCrane subsequently received notice from Dr. Eakin that Dr. Olscamp was willing to meet with DeCrane and/or anyone else to discuss the situation. DeCrane, Heineman, and Sharp met with the President and Dr. Eakin on Wednesday, May 7, two days prior to the Board meeting.

At that meeting, our concerns were expressed. Dr. Olscamp agreed to discuss the matter, and asked for our confidentiality, to which we agreed. He offered several items of information: 1) That the original recommendations from both budget committees was for a combined faculty/staff salary increase of 8%; 2) That the decision to increase the faculty salaries to 8½% was his (Olscamp's); that he requested the budget committees to find additional monies to finance the ½%, which they did, from academic operating budgets and the contingency fund. At that point, both budget committees endorsed the recommendations; 3) That the reasoning behind his decision

centered around an attempt to increase the faculty salary rank vis-a-vis the other state universities; 4) That he viewed this year's scenario as NOT one of permanence; 5) That our group (ASC) was very welcome to make any future salary recommendations; 6) That he would be willing to discuss the situation with Council at any time, and that his door was always open to discuss any matter of concern to our membership.

DeCrane then opened the floor for questions, which included:

Could our increase at some point in the future be higher than the faculty?

Yes, if we can "make our case" sufficient to justify same. We should begin to develop our data base and to prepare our recommendations beginning in October.

Can we get representation on the Faculty Senate Budget Committee?

Would be excellent idea--DeCrane will follow up.

DeCrane noted, in general, that he felt positive as a result of the discussions, felt that excellent bases of communication had been established, and that salary and merit issues would probably be paramount items for ASC attention next year.

PERS RETIREMENT INCENTIVE PLAN

DeCrane shared a proposed memo to Dr. Eakin indicated ASC recommendations regarding the Plan, if passed by the legislature and adopted by the University. (Copy attached.)

Following minor explanation, Fitzgerald moved, Piersol seconded, that the recommendations be endorsed. One question in discussion queried whether or not a quota system could be established to ensure equal proportional opportunity for both classified staff and administrative staff. The answer was No, that all members of PERS have equal chances of participation, based upon the number of years of BGSU service. The motion to endorse passed unanimously.

HANDBOOK CHANGES

Yon, Chair of the Personnel Welfare Committee, outlined recent discussions with the Administration concerning handbook changes, especially

Page 10

Under "Policy for Administrative Staff in Grant or Externally Funded Positions"

Ms. Meacham feels that this policy is appropriate. She further recommends that the contract for employment specify a grant-funded position, so the employee is aware of the funding status for the position. In lieu of a notation on the contract form this year, we should have grant-funded employees sign a statement indicating that they are aware of the funding for the position.

Pages 11-16

Under "Grievance and Hearing Procedures"

Ms. Meacham feels that there is too much detail and procedure in this section. She feels that the hearing process should be fact-finding and not allow for formal representation or cross-examination.

Ms. Meacham believes that the provisions for non-renewal of contract should not be grievable. A "contract" person, by definition, enters into employment for an agreed upon period of time (term of the contract). The contract provides for employment for whatever period is noted on the contract. If non-renewal of contract is a grievable condition, then the employment relationships may be perceived to be perpetual. Such a provision would exceed the coverage already provided by the contract.

Notes prepared by Susan Caldwell per phone call with Ruth Meacham of Marshall and Melhorn.

5-20-86

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Administrative Staff Handbook
Reviewed by Ruth Meacham
of Marshall & Melhorn

Page 8.1 Under "B. Non-Renewal of Contract"

Ms. Meacham strongly urges us to remove the statement: "For example, in the case of non-renewal because of performance, appropriate written documentation should include copies of past performance evaluations, where available." She feels this restriction puts too much of a burden on the University to defend non-renewal, especially when performance evaluations are usually very positive.

Page 8.1 Under "C. Termination for Cause"

Ms. Meacham feels we should remove the words "significant" and "gross" from items 3 and 5 respectively. These words are hard to define; and, therefore, hard to defend. She also feels that the word "documented" in items 3, 4, and 5 is unnecessary.

Page 8.2 Under "D. Suspension"

Ms. Meacham asked me to explain why there are two different kinds of suspension; she agreed that the distinction was a good idea.

Page 9 Under "E. Release"

The words "bona fide" in the third paragraph are not necessary. Also, the last paragraph should be reworded - continuation, not release, is contingent upon the availability of grant funds. A way of rewording this to be parallel with the other two situations is: "In the case of release of persons funded by external grants, the staff member will be given advance notice if possible; continued employment is contingent upon the availability of said grant funds."

Page 9.1 Under "Evaluation Procedure"

Ms. Meacham feels the term "including support of human rights" should be deleted from item 3. It is understood as a part of interpersonal relationships; it is a vague term, hard to measure and evaluate.